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## **1.A. Appointing Regular Commissioned Officers**

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### **1.A.1. General**

1. By and with the Senate's advice and consent, the President may appoint permanent commissioned Regular Coast Guard officers in the grades of ensign and above according to their qualifications, experience, and length of service as Service needs require from these categories:
  - a. Coast Guard Academy graduates.
  - b. Regular Coast Guard chief warrant officers and enlisted members.
  - c. Coast Guard Reserve members who have served at least two years.
  - d. Licensed United States Merchant Marine officers who have served two or more years aboard a United States vessel as a licensed officer.
2. No person can serve as a commissioned officer until his or her mental, moral, physical, and professional fitness to perform the duties of a commissioned officer has been established under regulations the Secretary prescribes (14 U.S.C. 211).

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### **1.A.2. STATUTORY AUTHORITY TO APPOINT U.S. COAST GUARD ACADEMY GRADUATES**

By and with the Senate's advice and consent, the President may appoint as Coast Guard ensigns all cadets who have graduated from the Academy (14 U.S.C. 185).

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### **1.A.3. Statutory Authority to Appoint Temporary Officers**

#### **1.A.3.a. Presidential Appointment**

The President may appoint Coast Guard chief warrant officers, enlisted members, and United States Merchant Marine licensed officers as temporary commissioned Regular Coast Guard officers in a grade up to lieutenant according to their qualifications, experience, and length of service as Service needs require.

#### **1.A.3.b. Effect on Permanent Status**


Appointment under this Article does not change these temporary officers' permanent, probationary, or acting status; prejudice their promotion or appointment opportunities; or abridge their rights or benefits. A temporary officer may not lose any rightful pay and allowances due to his or her permanent status when appointed.

**1.A.3.c. Vacating an Appointment**



A temporary appointment or subsequent promotion appointment of a temporary officer may be vacated at anytime. If an officer's appointment is so vacated, he or she reverts to his or her permanent status (14 U.S.C. 214).

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**1.A.4. Appointing Officer Candidate School Graduates****1.A.4.a. Qualifications for Appointment as Temporary Officers**

Chief warrant officers and enlisted members who meet  [Article 1.B.5.](#) requirements are selected as candidates for a temporary Regular commission and then successfully complete Officer Candidate School (OCS) may be appointed temporary Regular commissioned officers. Chief warrant officers may be appointed to the grade of lieutenant (junior grade), and enlisted members may be appointed to the grade of ensign. Upon OCS graduation and original appointment as temporary Regular commissioned officers, such officers incur a three-year active duty commissioned service obligation.

**1.A.4.b. Permanent Appointment**

1. General. Enlisted members and chief warrant officers commissioned as temporary officers after OCS graduation perform duties and enjoy the privileges of Regular commissioned officers. They serve in a probationary period of about four years to ensure a fair, accurate appraisal of their capabilities over two or more types of duty. Probation expires about the time they are considered for promotion to lieutenant, and selection under the "best qualified" system amply indicates their qualification for permanent status. Therefore, their dual status as enlisted or chief warrant officer OCS graduates and temporary officers terminates when they are promoted to lieutenant. These temporary officers shall then follow the procedure below to apply for permanent status.
2. Procedure.
  - a. Temporary Regular lieutenants (junior grade) selected for promotion to the next higher grade shall apply to integrate as permanent officers as  [Article 1.A.8.](#) prescribes.
  - b. Temporary officers accepting permanent appointment shall be discharged from their permanent (chief warrant officer or enlisted) status as  [Article 5.A.12.](#) prescribes.

- c. Any temporary officer who declines a permanent appointment shall send the appointment, the appointment letter, and a concise report to Commander, (CGPC-opm-1). The Commandant then makes one of the determinations listed below. To enable the Commandant to do so, it is extremely important to send a full, complete report containing a detailed explanation of the member's reason(s) for declining permanent status.
- The officer's temporary appointment shall be vacated. The officer will revert to his or her permanent (chief warrant officer or enlisted) status and be separated.
  - The officer's temporary appointment shall be vacated. The officer will revert to his or her permanent (chief warrant officer or enlisted) status and remain on active duty.
  - The officer remains on active duty in his or her temporary commissioned status.

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### **1.A.5. Appointing Licensed U.S. Merchant Marine Officers**

To assure continued merchant marine industry representation in the Coast Guard Merchant Marine Safety Program, a limited number of licensed U.S. Merchant Marine officers may be appointed annually to U.S. Coast Guard commissioned grades appropriate to their qualifications and experience. ➡ Recruiting Manual, COMDTINST M1100.2 (series), for general requirements, grade requirements, and application procedures.

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### **1.A.6. Appointing the Coast Guard Band Director**

#### **1.A.6.a. Secretary of Transportation Designation**

The Secretary designates the U.S. Coast Guard Band Director from among qualified Coast Guard members. Then, by and with the Senate's advice and consent, the President appoints that member to a Regular Coast Guard commissioned grade.

#### **1.A.6.b. Initial Appointment**

The Band Director's initial appointment is to the commissioned grade of lieutenant (junior grade) or lieutenant.

#### **1.A.6.c. Promotion to the Next Higher Grade**

A member designated and commissioned under this Article is not included on the Active Duty Promotion List. The Commandant prescribes the regulations governing the Band Director's promotion. ➡ Article 5.A.9.

**1.A.6.d. General Requirements**

Each applicant must:

1. Be a United States citizen.
2. Be of good moral character.
3. Be a Coast Guard member.
4. Meet the physical standards for commissioning listed in the Medical Manual, COMDTINST M6000.1 (series), Section 3-C.
5. Be a versatile musician.
6. Have six years of professional musical experience. Military or civilian musical experience may be combined with college-level musical education to meet this requirement.
7. Possess the leadership and professional qualities expected of a Coast Guard officer.
8. Be able to fulfill time in grade and commission requirements for retirement before mandatory retirement age.

**1.A.6.e. Application Procedures**

When the Coast Guard solicits for the position of band director, interested persons should submit applications to Commander, (CGPC-opm-1). The following completed forms and documents constitute the application file.

1. Questionnaire for National Security Positions, SF-86.
2. Optional recommendation letters.
3. For enlisted members: commanding officer's endorsement, including the average Proficiency, Leadership, and Conduct marks for the 12-month period ending 30 June 1983, the average factor marks after 30 June 1983, the latest set of factor marks awarded, and other Personnel Record Data (PDR) information of interest to the board.
4. Record of satisfactory service or discharge from other military service (if any).
5. Transcript of scholastic record.
6. Comprehensive resume of personal, professional, and military history and experience, giving specific attention to musical education and experience.

**1.A.6.f. Selections**

1. On receiving the applications, Commander (CGPC-opm-1) convenes a selection panel to evaluate all qualified applicants. The panel shall consist of a captain as senior member, the incumbent Band Director, if available, and three additional officers (lieutenants or higher). To provide supplementary expertise, another Service's Band Director may replace one of the additional members. Except for the latter, all board members must be Regular Coast Guard officers, with at least one from Commandant (G-IPA). Commander (CGPC-opm-1) may name other appropriate panel members.
2. Convening at the Coast Guard Band location, the selection panel acts as follows:
  - a. Evaluates each applicant's professional qualifications, personal characteristics, and other pertinent data.
  - b. Interviews each applicant to assess personal attributes that must necessarily complement technical qualifications for service as a commissioned Coast Guard officer. For this unique position, the selection panel should focus on the applicant's potential for leadership and management.
  - c. Rates each applicant's performance in a 15-minute audition, during which he or she will conduct the Coast Guard Band in a program he or she prepares. Each applicant will have 30 minutes to rehearse.
  - d. Evaluates each applicant's performance in rehearsing the band with unfamiliar music as designated by panel members with musical expertise.
  - e. Nominates in order of preference those applicants considered qualified in all respects for appointment and fully capable of discharging the duties of the Coast Guard Band Director, noting in the record whether qualified and recommended for lieutenant or lieutenant (junior grade).

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**1.A.7. Appointing Physician Assistants**

**1.A.7.a. General**

1. To effectively attract and retain qualified physician assistants with education and skills comparable to those in the other Uniformed Services, the Coast Guard must offer our physician assistants military rank, responsibility, advanced professional training, and career opportunities commensurate with other Services.
2. On completing the prescribed medical training, active duty members normally are commissioned as temporary Regular officers in the grade of ensign. These officers incur an active duty obligation of three years of service for each year of training.
3. On commissioning, all active duty physician assistants attend the next available direct commission officer indoctrination course.



### 1.A.7.b. Integration

1. Officers selected for promotion by an Active Duty Promotion List best-qualified promotion board **may** request integration under  [Article 1.A.8.](#) provisions.
2. To maintain a high level of professional qualification, physician assistants must attain professional certification from the National Commission on Certification of Physician Assistants during their first two years of commissioned service.  [Articles 12.A.12.](#) and [12.A.15.](#) contain provisions to vacate the appointments of temporary commissioned officers and separate Regular officers who fail to attain or subsequently maintain this certification.

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## 1.A.8. Integrating Reserve and Temporary Regular Officers

### 1.A.8.a. General

1. When Reserve officers, except Reserve Program Administrators, remain on active duty for an extended period to meet routine Service needs, they lose identification as trained officers held in reserve for an emergency. Similarly, temporary Regular officers, except chief warrant officers appointed as temporary lieutenants, hold a probationary commission for **three** years while retaining permanent status as enlisted members or warrant officers. Once an ADPL best-qualified promotion board selects Reserve and temporary Regular officers, the Service expects them to possess the potential and skills for long-term active service **and they become eligible to integrate as permanent Regular officers.**
  - a. **Integrating to Permanent Regular officer status allows a member to remain on active duty for up to 30 years commissioned service (as opposed to 30 years active service) unless:**
    - (1) They are twice non-selected by a future promotion board, or,
    - (2) They reach age 62 prior to completing 30 years commissioned service, or,
    - (3) They are separated under some other provision of law.
  - b. **Once a Temporary officer is integrated, they no longer hold a temporary commission and therefore lose the option to revert back to a previously held CWO or enlisted status.**
2. **The integration policy for Reserve officers and temporary Regular officers is as follows:**
  - a. **Reserve and temporary Regular officers appointed from OCS and Direct Commission Reserve officers, who have been selected by a best-qualified promotion board, must integrate as permanent Regular officers.**

- b. Temporary Regular officers who receive their commission either through the CWO to LT program, a Direct Commission Officer (DCO) program, or the Physicians Assistant (PA) program, have the option to integrate upon selection by a best-qualified promotion board. If they do not request to integrate, that option will not be available again unless they are selected by their next best-qualified promotion board.**
- 3. Notwithstanding any procedure outlined below, between the time the officer is selected by a best-qualified promotion board and the administration of the oath of office for permanent Regular appointment, Commander (CGPC-opm) must be advised of any action that would disqualify an applicant for integration.**

#### **1.A.8.b. Integration Requirements**

To qualify for integration, a Reserve or temporary Regular officer must meet these integration requirements. Normally, no waivers will be granted. The officer must:

1. Comply with the Service's maximum allowable weight standards at the time of the administration of the oath of office for integration.
2. At the time of the administration of the oath of office for integration, not be subject of or party to a pending investigation which could result in adverse action against the officer, nor accused pending proceedings under the Uniform Code of Military Justice, nor the subject of a pending administrative board for possible separation.
3. Have completed two years' continuous active Coast Guard duty (as of 1 March following selection by the best-qualified promotion board) during the current active duty period.
4. Have been selected for promotion by any ADPL board under the best-qualified selection system.

#### **1.A.8.c. Integration Process**

- 1. Once a Reserve or temporary Regular officer has been selected by their first best-qualified active duty promotion list (ADPL) selection board:**
  - a. correspondence requesting appointment authority and Senate confirmation of all officers eligible for permanent status as permanent Regular officers will be initiated by the Personnel Command; and,**
  - b. a general message will be released advising the officers subject to integration that this authority has been requested. The message will stipulate that officers who are required to integrate but elect not to must notify Commander (CGPC-opm) of their intention and these officers should expect release from active commissioned service not earlier than six months from the date Commander (CGPC-opm) receives their request.**

2. After receiving appointment authority and Senate confirmation, Commander (CGPC-opm) will conduct an internal records review of materials received about the officers to confirm they have not disqualified themselves since selection for promotion. If record material casting doubt on an officer's qualifications for permanent status is received, Commander (CGPC-opm) will convene a special panel to evaluate the officer for continued service.
3. Once the review is complete, **an appointment letter** will be mailed to eligible officers via their immediate chain of command. **It will direct the command to administer the oath of office.**
4. Before administering the oath of office, commanding officers shall confirm that the officer still meets the requirements of [☞ Article 1.A.8.b.1 & 2.](#)
5. If an officer fails to meet the requirements above, or the command determines that the officer does not possess the qualities of a permanent regular officer, or the officer has elected not to integrate, the command will return the oath of office with an explanation. Further action will be guided by the provisions of [☞ Article 1.A.9.](#) or [12.A.15.](#) as applicable.

#### 1.A.8.d. Appointment Process

[☞ Article 5.A.12.](#) outlines how to appoint Reserve and temporary Regular officers selected for integration as permanent Regular commissioned officers.

#### 1.A.8.e. Security Investigation



If the officer has satisfactorily completed a National Agency Check during his or her current tour of active duty, one is not required for integration.

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### 1.A.9. Processing Officers Who Do Not Integrate


| Reason   | Reserve Officers   | Temporary Regular Officers  |
|--|--|---|
| Officers Required to Integrate Who Decline Appointment as Permanent Regular Officers | The Service releases Reserve officers from active duty effective the date their extended active duty agreement or other obligated service expires, as needs of the Service allow. This includes officers who receive their appointment from OCS, and direct commission Reserve officers. | With the exception of officers who received their appointment from OCS, they remain on active duty in their Temporary officer status unless separated or integrated at a later date. Officers who received an appointment from OCS are released from active duty six months after they receive notification to integrate. |

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| Reason   | Reserve Officers  | Temporary Regular Officers   |
|--|---|--|
| Failure of Selection for Promotion on a Best-Qualified Basis the First Time  | They may apply for extension in accordance with  Article <b>1.B.2.d.</b> , <b>which will make them eligible to be seen a second time by the best-qualified promotion board.</b>  | <b>They are eligible to be seen a second time by a best-qualified promotion board.</b>   |
| Subject of or a Party to a Pending Investigation, Accused Pending UCMJ Proceedings, or the Subject of a Pending Administrative Board for Possible Separation | If they request, the Service may grant these officers an administrative extension for up to one year while awaiting the outcome of the pending proceeding, unless previous contractual or obligated service so provides. After the pending action is final, unless otherwise separated, these officers may <b>(EAD officers)/will (all others) (see  Article 1.A.8.a.) request to integrate if selected by their next best-qualified promotion board.</b> In determining whether proceedings of pending actions are final, the Service uses the controlling directives governing the proceeding (for example, the Manual for Courts-Martial (MCM) (series) for UCMJ proceedings, the <b>Coast Guard</b> Investigations Manual, COMDTINST M5527.1 (series), for administrative investigations). | <b>They</b> retain their temporary commissioned status while awaiting the outcome of the pending proceeding. After the pending action is final, unless otherwise separated, they may <b>integrate if selected by their next best-qualified promotion board.</b> In determining whether proceedings of pending actions are final, the Service uses the controlling directives governing the proceeding (for example, the Manual for Courts-Martial (MCM) (series) for UCMJ proceedings, the <b>Coast Guard</b> Investigations Manual, COMDTINST M5527.1 (series), for administrative investigations). |
| Failure to Meet Weight Standards   | They <b>may</b> request an administrative extension until the end of the weight loss probationary period unless previous contractual or other obligated service so provides. If they do not meet the weight standards at the end of the administrative extension, the Service releases them to inactive duty on the Inactive Status List (ISL) without further board or panel action  | <b>They</b> retain their temporary commissioned status until the end of their weight loss probationary period. If they do not meet the weight standards then, the Service immediately vacates their commission and processes them for separation under procedures used for their permanent status.   |

## **1.A.10. Recalling Retired Regular Officers**

### **1.A.10.a. General**

If Service needs require, the Commandant may recall a retired Regular officer to active duty for a specified time in accordance with  Articles 1.A.10.b. and c.

### **1.A.10.b. In War or National Emergency**

In time of war or national emergency, the Commandant may order any Regular officer on the retired list to active duty (14 USC 331).

### **1.A.10.c. Recall with Officer's Consent**

1. The Service may assign any retired Regular officer, with his or her consent, to duties he or she is able to perform (14 U.S.C. 332(a)).
2. The number of retired lieutenant commanders, commanders, or captains on active duty shall not exceed two percent of the authorized number of officers on active duty in each grade. This limit does not apply to retired officers in these grades recalled to serve as members of courts, boards, panels, surveys, or special projects for periods as long as one year (14 U.S.C. 332(b)).
3. The following application procedures will be followed:
  - a. **Officers desiring recall to active duty from retirement should apply by submitting a letter to Commander (CGPC-opm-1) via their current commanding officer or directorate if on active duty, or directly to Commander (CGPC-opm-1) if already retired. The request will constitute consent to recall.**
  - b. **The application should specify:**
    - (1) **The duration of the recall agreement desired,**
    - (2) **The desired date recall should commence,**
    - (3) **Whether they are available for worldwide assignment. If not, indicate the specific assignment criteria desired (whether a specific unit, geographic area or job position number).**
    - (4) **Other useful information or a resume describing such things as qualifications and experience which may meet a Service need.**
    - (5) **Contact information including mailing address, e-mail address and daytime telephone number.**
  - c. **If an officer is on active duty when they apply, the commanding officer's endorsement should provide a specific recommendation concerning how this officer's recall will meet a Service need and why the recall is in the best interest of the Service.**

- d. **Retired officers recalled to active duty will not be eligible for selection for promotion to the next higher grade.** ☞ [Article 5.A.8.a.1.](#)
- e. **An approved physical examination is required per the ☞ Medical Manual, COMDTINST M6000.1 (series), Article 3.A.7.g prior to executing orders for recall to active duty.**
- f. **The decision to be recalled to active duty is a serious one as it affects assignment actions which, if reversed, could cause hardship to other officers. Officers accepting recall to active duty incur obligated service for the period of the agreement and should expect to fulfill that service. Hardships arising after a recall agreement has begun and which cause an officer to request early release from their agreement will be evaluated on their individual merit.**

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### **1.A.11. Appointing or Re-appointing Regular Officers from the Temporary Disability Retirement List**

#### **1.A.11.a. General**

Permanent Regular commissioned officers and chief warrant officers on the Temporary Disability Retired List (TDRL) subsequently found fit for duty shall be ordered to active duty as retired officers. As soon as possible, they shall be re-appointed as commissioned officers or chief warrant officers, as appropriate, with an adjusted date of rank under ☞ Article 1.A.11.b (10 U.S.C. 1211).

#### **1.A.11.b. Appointment**

1. Commissioned officers placed on the TDRL in the grade **of** lieutenant (junior grade) or above not previously selected to the next higher grade and later found fit for duty shall be re-appointed to the same grade they last held on active duty. These officers are assigned a new date of rank on the Active Duty Promotion List (ADPL) which reflects a loss of one month's seniority in their original date of rank for each month served on the TDRL.
2. Commissioned officers placed on the TDRL in the grade of ensign not previously selected for lieutenant (junior grade) and subsequently found fit for duty shall be reappointed as ensigns. They will be assigned a new ADPL date of rank reflecting one month's loss of seniority in their original date of rank for each month served on the TDRL. A panel of officers shall consider promoting to lieutenant (junior grade) ensigns whose contemporaries have been considered on a fully-qualified basis for promotion. If that panel selects those ensigns for lieutenant (junior grade), their date of rank is the date they transfer from the TDRL; however, that date cannot be earlier than that **date of rank** which would have occurred had they remained on continuous active duty.

3. Chief warrant officers placed on the TDRL not previously selected to the next higher grade and subsequently found fit for duty shall be reappointed to that same grade. They shall be assigned a new date of rank which reflects one month's loss of seniority in their original date of rank for each month they serve on the TDRL.
4. Commissioned officers and chief warrant officers on a list of selectees for promotion to the next higher grade when placed on the TDRL and whose promotion date has passed when they return to active duty shall be assigned a date of rank as of the date they return. If they return to active duty before their promotion date, they shall be re-appointed to that grade with the date of rank they last held on active duty and promoted on schedule.
5. **Regular** commissioned officers and chief warrant officers **placed on the TDRL in a grade higher than the grade last held on active duty** shall be re-appointed to the **permanent** grade they last held on active duty **or, in the discretion of the Commandant, to the next higher permanent grade.** (10 U.S.C. 1211)
6. **Regular temporary commissioned officers placed on the TDRL in a higher temporary grade shall be re-appointed to the permanent grade they last held on active duty or, in the discretion of the Commandant, to the next higher permanent grade. Re-appointment to the higher temporary grade last held on active duty will be based on needs of the Service, as authorized by the President.** (14 U.S.C. 214)

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## **1.A.12. Security Investigations for Officers' Original Appointment**

### **1.A.12.a. Academy Cadets**

U.S. Coast Guard Academy cadets shall have a National Agency Check (NAC) completed by April 30 during the Second Class year.

### **1.A.12.b. Merchant Marine Officers**

Licensed U.S. Merchant Marine officers shall initiate an NAC before commissioning.

### **1.A.12.c. Officer Candidate School Graduates**

OCS graduates may be commissioned before a satisfactory NAC is complete. If the NAC is incomplete when the candidate graduates from OCS, he or she must sign the following Statement of Understanding before commissioning.

I understand a National Agency Check will be conducted to determine my qualification for commissioning as a United States Coast Guard officer. I understand my commission may be revoked and I may be separated in accordance with 10 U.S.C. 1162 or 14 U.S.C. 281 if it is determined I am not eligible for a secret security clearance.

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## **1.B. Reserve Officers on Extended Active Duty**

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### **1.B.1. Initial Active Duty and Recall to Active Duty**

#### **1.B.1.a. Officer Candidate School Graduates**

Officer Candidate School (OCS) graduates appointed ensigns in the Coast Guard Reserve serve an initial active duty period of three years.

#### **1.B.1.b. Direct Commission Officers**

Reserve officers who receive direct commissions for an active duty program serve an initial active duty period as agreed on in the active duty agreement.

#### **1.B.1.c. Recalling Reserve Officers to Extended Active Duty**

With their consent and as its needs require, the Service occasionally recalls to extended active duty inactive duty Reserve officers who meet these qualifications:

1. They possess unique skills and abilities or professional qualifications in areas where there is a definite Service need;
2. They are in grades up to lieutenant; and
3. They have fewer than 11 years' total active service, or if they have no previous active service, fewer than 11 years' commissioned service as a Reserve officer.

If the Service approves a recall request, Commander (CGPC-opm-1) issues orders recalling the Reserve officer to extended active duty for at least one to a maximum of five years. Commander (CGPC-opm) determines the length of the recall based on the Service's and the officer's needs. When practical, the active duty will last long enough to involve the officer in only one Active Duty Promotion List (ADPL) selection board.

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### **1.B.2. Retention on Extended Active Duty**

#### **1.B.2.a. General**

Reserve officers presently serving on initial active duty periods or fulfilling active duty agreements may request new active duty agreements or extensions of their contracts. ➡ [Article 1.B.2.e.](#)

**1.B.2.b. Authority**

To provide terms of active duty (other than for training) for Reserves with their consent, 10 U.S.C. 679 authorizes the Secretary to enter into a written, renewable agreement with any Reserve member to serve on active duty (other than for training) for at least one and at most five years. The Secretary has delegated this authority to the Commandant under 49 CFR 1.45. In addition, the officer and Coast Guard jointly may agree to extend an active duty agreement written for less than five years for periods of up to 12 months.

**1.B.2.c. Delegating Authority**

The Commandant must approve agreements. This authority to agree in writing on active duty periods with Reserve members under the conditions in this Article is hereby redelegated to district commanders, commanders of maintenance and logistics commands, chiefs of staff, chiefs of personnel divisions, assistant commandants for directorates, and commanding officers, who may not redelegate this authority. Commander, (CGPC-opm-1) will furnish agreement forms for each Reserve officer selected for recall to or retention on active duty. ➡ [Article 1.B.2.h.](#)

**1.B.2.d. Reserve Officer Retention Standards**

1. Commander, (CGPC) may extend current active duty agreements or grant new ones so an officer has sufficient time to complete the requirements and apply to integrate into the Regular Coast Guard or satisfy Service needs.
2. In special cases if Service needs require, the Commandant may allow Reserve officers to continue under successive active duty agreements until they complete up to 11 years' total commissioned service.
3. Commander, (CGPC) will not extend a contract for fewer than 12 months except in unusual circumstances or if the Service urgently needs the officer's services. If reassigned to another unit, the officer normally must enter a new active duty agreement to cover a full-length tour at the new unit. Commander, (CGPC-opm-1) may grant interim extensions while official action is pending on either requests to integrate into the Regular Coast Guard or new active duty agreements.
4. Reserve officers who have once failed selection for promotion may request an extension on active duty. If granted, this extension terminates by the end of the promotion year when a second board will consider the officer for promotion.
5. Reserve officers with fewer than 18 years' active duty service who twice fail selection for promotion to a given grade are ineligible for further promotion or retention on active duty. The Service discharges or releases them from active


duty at the end of the promotion year in which the second failure occurs or when they complete their current Active Duty Agreement, whichever is earlier. The Service considers these separations involuntary. Reserve officers with 18 or more years' active duty service may remain on active duty until they complete 20 years of service if Commander, (CGPC-opm) approves a retention request.

6. All extensions and agreements are subject to termination for changes in Service requirements and other factors affecting the retention of Reserve officers on active duty (10 U.S.C. **12312**).

#### **1.B.2.e. Submitting Applications to Remain on Active Duty**

1. Reserve officers serving initial active duty periods or fulfilling active duty agreements may apply to remain on active duty to Commander, (CGPC-opm-1) through the chain of command. They must submit requests in time for the appropriate extension board to consider them. The Schedule of Officer Personnel Boards and Panels, COMDTINST 1401.5 (series) announces board convening dates and application deadlines.
2. Reserve officers shall state in their application both their desired duration of the requested active duty agreement and the minimum duration they will accept.
3. The commanding officer's endorsement shall comment on the applicant's suitability for continued service under the terms of an active duty agreement and also list the applicant's special qualifications or abilities.
4. To receive an acknowledgement of the received application, submit with the request a completed, self-addressed Acknowledgment/Referral Card, CG-4217.

#### **1.B.2.f. Selection**

1. Boards normally meet in January and July to recommend Reserve officers for new active duty agreements or extensions of their current agreements. Special boards also may convene occasionally to meet Service needs. The boards **normally** recommend officers they consider best-qualified for retention on active duty. **As Service needs dictate, boards may be convened on a fully-qualified basis instead, or not at all. If no board is convened, CGPC-opm will consider all extensions and requests for new agreements. When a board is convened to consider officers on a fully-qualified basis, the board shall apply the procedures delineated in  Article 14.A.5, with the following exception: In developing the fully qualified standards, the records of officers who hold the same grade as the applicant shall be used. The board's focus should be on reviewing the records for retention of the officers in the current grade, not for promotion purposes.**
2. The board considers each officer for retention based on the officer's performance record, special qualifications, educational accomplishments, potential for future development as a Regular officer, command endorsement, and Service needs.

3. The Service releases to inactive duty on their scheduled release date those officers whose agreements expire or whose requests for retention have not been approved.

#### 1.B.2.g. Active Duty Agreements

1. Officers selected for retention must return active duty agreements to Commander, (CGPC-opm-1) within five working days after receipt.
2. Officers who do not desire to execute the agreement shall endorse the agreement to that effect and return it to Commander, (CGPC-opm-1) within five working days of receipt. **The officer will be RELAD no later than when their agreement expires.**

#### 1.B.2.h. Instructions for Signing Agreements

1. The Reserve officer desiring retention or recall to active duty is the “contractor” and signs all copies of the agreement in the space provided in the presence of one or more witnesses.
2. When practical, two officers or petty officers will witness the contractor’s signature and sign all copies of the agreement in the space provided.
3. The officers delegated in [Article 1.B.2.c.](#) to accept the agreement for the **Coast Guard** sign all copies in the space provided for the authorized agent’s signature.
4. If the Reserve officer entering the active duty agreement is the only active duty Coast Guard officer present in the area, he or she may sign as the contractor. **The two witnesses’ signatures must be accompanied by an address and current telephone number. The Reserve officer contractor** sends the agreement to the district commander (dcs) or maintenance and logistics commander (p), as appropriate, for signature and acceptance of the agreement for the **Coast Guard**.

#### 1.B.2.i. Pay Entitlements on Involuntary Release from Active Duty

Reserve officers involuntarily released from active duty may be entitled to separation pay under 10 U.S.C. 1174 and/or a **termination** payment for the remaining part of an active duty contract under 10 U.S.C. **12312**. The [U.S. Coast Guard Pay Manual](#), COMDTINST M7220.29 (series), explains conditions and procedures on separation pay or pay on release without the member’s consent before an active duty agreement expires.

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### 1.B.3. Appointing Reserve Program Administrators

#### 1.B.3.a. General

1. Under authority of 10 U.S.C. **10211** and **12501**, the Service assigns certain Coast Guard Reserve officers—Reserve Program Administrators (RPAs)—to extended active duty to organize, administer, recruit, instruct, or train Coast Guard Reserve components.

2. RPAs are commissioned Coast Guard Reserve lieutenants (junior grade) or above assigned in such numbers, grades, and duty assignments in the Reserve program at Coast Guard Headquarters and other places as the Commandant occasionally may determine as necessary to fulfill the Coast Guard Reserve mission.
3. An appropriate mix of RPAs and ADPL officers is assigned to Reserve-funded billets as Service needs require, given that the number of RPAs authorized on active duty shall not exceed 75 percent of the Reserve-funded billets per [Article 5.A.6.a.](#) Some RPAs may serve in assignments outside Reserve administration to fulfill the intent of [Article 1.B.3.b.](#)

#### **1.B.3.b. Assignment**

RPAs serve on extended active duty in a special occupational field. However, they are required to have a wide knowledge of the Coast Guard to carry out their duties properly. Therefore, so they may be well qualified, the Service generally assigns them to duties administering the Reserve two-thirds of the time and general Coast Guard duties the other third. Nothing here is intended to restrict an RPA's duty assignment. When not assigned to a Reserve administration billet, they may be assigned to any appropriate grade level billet, including postgraduate training.

#### **1.B.3.c. Service Requirements**

To qualify for designation as a provisional RPA, an active duty ADPL officer or Inactive Duty Promotion List (IDPL) Reserve officer in the grade of lieutenant or lieutenant (junior grade) must have at least two years' commissioned service in the Coast Guard or Coast Guard Reserve when the RPA designation board convenes. Lieutenants must have three or fewer years in grade when the board convenes.

#### **1.B.3.d. RPA Designation Board**

Boards to recommend officers for designation as RPAs and provisional RPAs convene as described in [Chapter 14.A.](#), normally annually in January or February. Commander, (CGPC-opm-1) solicits applications and announces the convening and application deadlines by message. For an acknowledgement the board received an application, submit with the request a completed, self-addressed Acknowledgment/Referral Card, CG-4217.

#### **1.B.3.e. Applying for RPA or Provisional RPA Designation**

1. Form and Content Letter. For designation as provisional RPA, apply by letter to Commander, (CGPC-opm-1) through the chain of command. [Exhibit 1.B.1.](#) shows the application format, which should include a brief resume of the officer's

previous service, educational background, and, if on inactive duty, the number of days within which he or she will be able to report for duty after notification of selection.

2. Endorsements. In their forwarding endorsement, officers in the chain of command shall state definitely whether the applicant has the potential to serve as an RPA, unless they have no personal knowledge of the applicant's performance of duties, which they shall so state. The applicant shall not solicit or submit as enclosures letters from officers not in the chain of command.
3. Deadline. Submit all applications in accordance with the Schedule of Officer Personnel Boards and Panels, COMDTINST 1401.5 (series).

**1.B.3.f. Number Designated**

The Board normally designates a total of four or fewer new provisional RPAs in any fiscal year.

**1.B.3.g. Designation as Provisional RPA**

1. All officers initially are designated provisional RPAs.
2. ADPL regular officers must resign their Coast Guard commission and accept a commission in the Coast Guard Reserve; they then transfer to the RPA promotion list and immediately begin serving as provisional RPAs on extended active duty.
3. The Services recalls inactive duty Reserve officers to extended active duty within 60 days of notification of selection.
4. After selectees complete two years' extended active duty as provisional RPAs, the next RPA appointment board considers them for designation as permanent RPAs.
5. Each officer designated as a provisional RPA shall initiate a National Agency Check immediately their selection.

**1.B.3.h. Withdrawing Designation**

At his or her discretion, the Commandant may withdraw the offered designation if the selectee is unable to report for duty within 60 days from the notification date.

**1.B.3.i. Removing RPA Designation**

Once an officer has been assigned an RPA or provisional RPA designation, the

Commandant may remove it for any of these reasons and release an officer so serving to inactive duty:

1. A board of officers convened for that purpose so recommends and the Commandant approves.
2. The first board to consider the provisional RPA officer does not select him or her for designation as RPA.
3. On the RPA's approved request.
4. On failure of selection for promotion on a fully qualified basis.
5. On termination of extended active duty.

**1.B.3.j. Promoting Provisional RPAs**

Provisional RPAs shall be selected for promotion and promoted in accordance with the regulations governing RPAs in [☛ Chapters 5.A. and 14.A.](#)

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**1.B.4. Reserve Program Administrator's Voluntary Transfer to ADPL**

**1.B.4.a. General**

1. At his or her request and based on Service needs, an RPA serving as commander, lieutenant commander, or lieutenant for a minimum of three years as an RPA may have his or her RPA designation removed and transfer to the ADPL. The RPA must submit this request to CGPC-opm-1 by 1 March of the promotion year before the officer's running mate is projected to enter an ADPL promotion zone.
2. Reserve officers who transfer to the ADPL execute an active duty agreement for up to five years to enable them to be considered for selection to the next higher grade.

**1.B.4.b. Integration**

If an ADPL board selects a former RPA for commander or captain, that officer shall integrate. Those selected to lieutenant commander shall meet all [☛ Article 1.A.10.](#) requirements to be eligible for integration.

**1.B.4.c. Retirement or Release from Active Duty**

If a former RPA has not integrated into the Regular Coast Guard and twice fails of




selection for promotion to the next higher grade, he or she retires or the Service releases him or her from active duty in accordance with these guidelines:

1. Officers who twice fail of selection to the grade of captain or commander and who:
  - a. Have completed 20 years of active service on 30 June of the promotion year in which the second failure of selection occurs, retire, or
  - b. If not eligible to retire on 30 June of the promotion year in which the second failure of selection occurs, remain on active duty and retire on the last day of the month in which they complete 20 years of active service.
2. Officers who twice fail of selection to lieutenant commander and who:
  - a. Have completed 18 years of active service on 30 June of the promotion year in which the second failure of selection occurs, remain on active duty and retire on the last day of the month in which they complete 20 years' active service unless Commander, (CGPC) authorizes their release (10 U.S.C. 1163(d)), or
  - b. Have completed fewer than 18 years' active service on 30 June of the promotion year in which the second failure of selection occurs, are released to inactive duty on 30 June or when their active duty agreement expires, whichever is earlier.

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## **1.B.5. Officer Candidate School**

### **1.B.5.a. General**

1. Officer Candidate School (OCS) is a major source of newly commissioned Coast Guard officers. The Service selects candidates based on a competitive system. On satisfactorily completing 17 weeks of training, graduates are appointed as commissioned Coast Guard ensigns or lieutenants (junior grade) under  [Article 1.A.3.](#) provisions or commissioned Coast Guard Reserve ensigns under this Article's provisions. Classes convene according to a schedule published by a general message.
2. At least twice annually Commander, (CGPC-CGRC) convenes boards to select Reserve and temporary commission applicants to OCS. A general message announces application deadlines, cutoff dates for eligibility requirements, and any other information of concern to applicants.

**1.B.5.b. Eligibility Requirements**


1. Age. Applicants must be between 21 and 26 before the actual class convening date published for each selection period except:
  - a. Applicants may exceed this maximum age limit by the number of months, up to 60, served on active duty in any Armed Forces branch. Do not use time spent on active duty for training when determining this constructive age.
  - b. Regular Coast Guard chief warrant officers are eligible until they reach their 40<sup>th</sup> birthday.
2. Military Status.
  - a. Commander, (CGPC-CGRC) accepts applications from college seniors currently enrolled in any ROTC program. However, the student must present a statement signed by an authorized official of the losing Service that it releases the student from any contractual obligation for military duty incurred through membership in that Service.
  - b. Any Armed Forces (other than Coast Guard) Reserve member may apply if he or she submits these documents:
    - (1) A conditional release from the Reserve component which states that Service will discharge him or her on enlistment in the Coast Guard Reserve preparatory to assignment to OCS.
    - (2) A signed statement he or she understands these conditions and will inform Commander, (CGPC-CGRC) immediately of any change in his or her military status, including receiving orders to report for active duty.
  - c. Any person currently on active duty in an Armed Force other than the Coast Guard must include in the application file a statement from his or her Service that it will discharge him or her if selected to attend OCS. This statement is not necessary if his or her enlistment expires before the convening date of the first class for which selections are made.
  - d. Applicants for temporary regular commissions must be on active duty in the Coast Guard.
  - e. An applicant who has six or more years of previous active duty creditable service for retirement, other than in the Coast Guard or Coast Guard Reserve, is not eligible.
3. Physical. Applicants must meet the requirements listed in the Medical Manual,

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### COMDTINST M6000.1 (series), Chapter 3.

4. Citizenship. The applicant must be a United States citizen with no questionable foreign connections.
5. Officer Screening Tests. OCS screening tools and their minimum required scores for any one are listed below. Applicants to all selection boards must include in their application package a qualifying score on the SAT, ACT or ASVAB. No waivers will be considered. Any test's most recent score is valid for this program with no limitation on what year the test was taken.

| Test   | Minimum Qualifying Score                              | Required Proof   |
|--|---|--|
| Scholastic Aptitude Test (SAT)   | combined 1000 on verbal and math or 1100 on the SAT I | copy of the score report   |
| American College Test (ACT)  | 21  | copy of the score report   |
| Armed Services Vocational Aptitude Battery (ASVAB) General Technical (GT) Aptitude Area, which combines Arithmetic Reasoning (AR) Test and Verbal Ability (VE) standard score, obtained by adding the Word Knowledge (WK) and Paragraph Comprehension (PC) Test scores | 110   | MEPS-714 for civilian applicants<br>CG-3303 (verified by PMIS) for active duty |

6. Interview. A board of commissioned officers interviews each applicant in accordance with  [Article 1.B.8](#). Applicants not selected for OCS may reapply and be interviewed again.
7. Educational Qualifications.
  - a. Reserve Commission Applicants. Applicants must be in their senior year at or hold a baccalaureate or higher degree from an accredited college or university. Persons preparing for the ministry are not eligible to apply.
  - b. Temporary Regular Commission Applicants. Applicants must:
    - (1) Hold a baccalaureate or higher degree from an accredited college or university prior to beginning the application process, or
    - (2) Attain 25<sup>th</sup>-percentile scores (a general message will publish actual scores required) on all parts of the DANTES General Examinations of the College Level Examination Program, or

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- (3) Complete one year of study (30 semester hours or 45 quarter hours) at an accredited, degree-granting college or university, and
  - (4) Satisfactorily complete one college-level mathematics course, or
  - (5) Pass the DANTES General Mathematics Examination of the College Level Examination Program (CLEP).
- c. Accredited College. Here an accredited college is one accredited by an accrediting body recognized by the Council on Post-Secondary Accreditation. Commander, (CGPC-CGRC) will consider waiving the accreditation requirement if the applicant presents written certification from the appropriate officials of three accredited colleges or universities stating their schools will accept his or her credits for transfer purposes as if the applicant had earned them at an accredited school or recognize his or her baccalaureate degree for purposes of graduate study.
- d. Service schools and correspondence courses are a possible source of college credits. Credits earned this way are acceptable for purposes of program qualification when awarded by accredited colleges or universities.
8. Coast Guard Personnel on Active Duty.
- a. Members E-4 and below are ineligible for temporary regular commissions. If otherwise eligible, they may apply for Reserve commissions.
  - b. Enlisted members E-5 and above who meet the time in service requirement specified in subparagraph 9 below may be appointed temporary officers only in the grade of ensign. However, if they do not meet the time in service requirements, they may be appointed as Reserve officers if they meet the criteria for a Reserve commission.
  - c. Regular chief warrant officers with 21 or more months as a chief warrant officer on the published class convening date are eligible to apply for temporary commissions as lieutenants (junior grade). All chief warrant officers with fewer than 21 months on that date will be commissioned as ensigns. Officer candidates who apply as enlisted members are appointed to warrant grade before OCS graduation receive temporary commissions as ensigns.
9. Time in Service. Temporary commission applicants must have at least four years of active duty in any Armed Forces branch by the published class convening date. They must have served at least two years of their active duty in the Coast Guard. They may not use active duty for training to fulfill this requirement.

10. Dependents. Applicants not on active duty in the Coast Guard may have a maximum of three dependents.
11. Flight Training. Applicants are not pre-selected for flight training, but may apply at OCS. They take the Aviation Selection Test and a flight physical examination during the OCS application process to determine their qualifications for flight training, but the board does not consider such information in the OCS selection process. Applicants considering flight training should be aware they must meet the requirements published in the Training and Education Manual, COMDTINST M1500.10 (series), including the age requirements. Applicants are not assigned to an earlier OCS class solely to enable them to meet flight training age requirements.

#### **1.B.5.c. Applications**

All applicants should contact their local recruiting office, or if already in the Coast Guard, their unit's Educational Services Officer (ESO). All enlisted and chief warrant officer applicants apply through their unit to Commander, (CGPC-CGRC).

#### **1.B.5.d. Educational Services Officer Action**

The unit ESO assists the applicant with:

1. Arranging medical examinations and the Board of Interview.
2. Sending applications and required documents to CGPC-CGRC. If travel for a physical examination is excessive, the Government may bear the cost under provisions of the Joint Federal Travel Regulations, Vol. 1, Paragraph U7025. In many cases, the ESO may schedule the interview during the same trip as the medical examination.

#### **1.B.5.e. Coast Guard Recruiting Center Action**



Commander, (CGPC-CGRC) takes these actions:



1. Provides the requesting unit ESO with the Record of Military Processing—Armed Forces of the United States, DD Form 1966, instructions for submitting documents required.
2. Assists the unit in completing the requirements to submit OCS applications.

#### **1.B.5.f. Required Documents**


1. All Applicants. These documents must be submitted for all applicants:

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- a. Report of Medical Examination, SF-88, and Report of Medical History, SF-93, prepared in triplicate, with all copies signed.
  - b. The complete set of the Aviation Selection Test Battery Answer Sheets; return entire packet (AQT, MCT, SAT, BI) answer sheets) to Commander (**CGRC**), including unused portions.
  - c. Officer Programs Applicant Assessment Form, CG-5527 (one combined form from all board members).
  - d. Report of Board of Interview.  [Article 1.B.8.](#)
  - e. A brief narrative explaining the applicant's reasons for applying for OCS and goals as a Coast Guard officer, if selected. As part of this narrative, the applicant may specify which class he or she prefers to attend. The Coast Guard attempts to honor that preference if the applicant is selected, but cannot give guarantees.
  - f. Finger Print Card, FD-258 (two originals), may be submitted after selection as primary or alternate candidate.
  - g. Questionnaire for National Security Positions, SF-86. Leave "Date Requested" blank.
  - h. Personnel Security Action Request, CG-5588 (one original). May be submitted after selection as primary or alternate candidate.
  - i. Official transcripts of all college courses completed or other scholastic record, one copy, submitted to Commander (**CGRC**) or recruiter directly from the college.
2. Temporary Commission Application. In addition to the documents listed above, temporary commission applicants must submit these documents:
- a. Evidence of completing the educational qualifications listed in  [Article 1.B.5.b.](#) above.
  - b. Officer Candidate School Agreement, CG-3211A or CG-3211B, as applicable, one copy.
  - c. A letter evaluation from the applicant's commanding officer. Without the commanding officer's endorsement, no applicant package will be forwarded for further review. The letter evaluation shall include:
    - (1) The commanding officer's evaluation of the applicant's potential value to the Coast Guard as a commissioned officer.

- (2) His or her evaluation of the applicant compared with other OCS graduates whom he or she personally has known.
  - (3) Any outstanding professional or other qualifications the applicant may possess.
  - (4) The commanding officer's statement of knowledge about the applicant's ability and willingness to meet his or her financial obligations.
  - (5) The applicant's average marks during the current enlistment according to  [Article 12.B.48.](#), and his or her most recent marks for Performance, Leadership, Military, and Professional Qualities Factor.
- d. Questionnaire for National Security Positions, SF-86 (five copies with original signature). Submit one copy with the application and the remaining copies after selection as a primary or alternate candidate.
  - e. One copy of the current enlistment contract plus any extensions to it.
  - f. One copy of the member's Marks, CG-3306.
  - g. **Statement of Financial Obligation/Spouse Consent, CG-4891.**
3. Reserve Commission Applicants. In addition to the documents listed above, Reserve commission applicants who are Coast Guard or Coast Guard Reserve members must submit these documents:
- a. Proof of baccalaureate or higher degree from an accredited college or university, before the date published in the general message.
  - b. Items listed in subparagraph 2. above.
4. Civilians and Other Armed Forces or Their Reserves' Members. In addition to the documents listed in subparagraph 3 above, civilian applicants and members of an Armed Force or its Reserve component other than the Coast Guard submit these documents, which will not be returned:
- a. Record of Military Processing—Armed Forces of the United States, DD 1966, original and one copy, completed in accordance with the  Coast Guard Recruiting Manual, COMDTINST M1100.2 (series).

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- b. Photocopies of Armed Forces of the United States Report of Transfer or Discharge, DD-214, or other separation papers, if applicable (one copy). If the applicant indicates he or she previously applied for officer candidate training in another Service, he or she should state the current status of that application. If previous dismissal from such training is indicated, the applicant must give the reasons for dismissal.
  - c. Birth certificate (one certified or photocopy).
  - d. Evidence of change of name, when necessary (one copy).
  - e. Evidence of citizenship, when necessary (one copy).
  - f. A list of anticipated dates and places of residence until class convening date.
  - g. Questionnaire for National Security Positions, SF-86, (five copies with original signature). Submit one copy with the application package and the remaining copies on selection as a primary or alternate candidate.
  - h. The Statement of Financial Obligations/Spouse Consent, CG-4891.
  - i. Conditional release from another Armed Forces component, when necessary (one copy).  [Article 1.B.5.b.](#)
  - j. Officer Candidate School Agreement, CG-3211 or CG-3211A, as applicable (one copy).
  - k. Former officers or Reserve officers must submit copies of all fitness reports.
  - l. A list of five references, to whom the recruiter will send CG-4445, Request for Personal Reference.
  - m. Proof of baccalaureate or higher degree from an accredited college or university, before the date published in the general message.
  - n. Police Record Checks, DD-369. Notify CGPC-CGRC of any derogatory information omitted from DD-1966 or SF-86.
5. Local recruiting offices may forward OCS applications to CGPC-CGRC before receiving these documents:
- a. Evidence of a baccalaureate degree.



- b. Discharge or separation papers.
- 6. Incomplete applications must contain a list of the supporting documents not included, and a statement that they will be forwarded as soon as obtained. CGPC-CGRC will not authorize enlistments until applications are complete.
- 7. Disposing of Application Files. CGPC-CGRC retains non-selected applicants' application files. Applicants who want to reapply must request their file be returned to them for updating and resubmission.

**1.B.5.g. Notifying Civilian Candidates**

- 1. Notification of Selection. All applicants will be notified as soon as possible after selections have been completed.
- 2. Effecting Enlistment.
  - a. Local recruiting offices shall effect the enlistment of selectees in their area only when Commander, (GCPG-CGRC) specifically directs. Notification of selection does not constitute authority to enlist.
  - b. Selectees will be processed for enlistment in the Coast Guard Reserve as outlined in the Recruiting Manual, COMDTINST M1100.2 (series).
  - c. All selectees should reacquaint themselves with the chapter, "General Information-Before You Come," in the booklet *Coast Guard OCS: A Preview for Officer Candidates*.
  - d. Local recruiters will question all selectees before enlistment to determine if any change in medical status has occurred since the date of their physical examination. Immediately notify Commander, (CGPC-CGRC) of any change.

**1.B.5.h. Notifying Coast Guard and Coast Guard Reserve Selectees**

A general message will notify members on active duty of their selection. Commander, (CGPC-CGRC) notifies Reservists not on extended active duty. Commander, (CGPC-epm) issues orders to OCS to enlisted personnel on active duty and Commander, (CGPC-opm) to chief warrant officers. Commandant (G-WTR) recalls Reservists not on extended active duty and orders them to OCS.

**1.B.5.i. Reconsidering an Applicant**

Anyone who has applied for this program but was not selected may be reconsidered during the succeeding selections if he or she remains qualified and resubmits an application (👉 [Article 1.B.5.c.](#)).

**1.B.5.j. Rates for OCS Selectees**

- Those entering OCS who are not currently Coast Guard or Reserve members receive these designations.

| Former Status                                       | OCS Enlisted Rate                     |
|---|---------------------------------------|
| No prior military service, active or inactive       | Seaman apprentice (officer candidate) |
| A former enlisted person of any other Service       | Seaman apprentice (officer candidate) |
| Former Coast Guard or Coast Guard Reserve personnel | Rate held at time of last discharge   |

- Coast Guard and Coast Guard Reserve enlisted personnel E-5 and above have the designator officer candidate under instruction (OCUI) added to their pay grade for the duration of the training course as follows:

| Former Enlisted Rate | OCS Designator |
|----------------------|----------------|
| E-9                  | OCUCM          |
| E-8                  | OCUCS          |
| E-7                  | OCUIC          |
| E-6                  | OCUI1          |
| E-5                  | OCUI2          |

- All officer candidates who report to OCS serving in a pay grade up to E-4 temporarily advance to OCUI2 (pay grade E-5) and hold this rate while they are officer candidates undergoing instruction. If they do not successfully complete the course, they revert to their former pay grade when they reported to OCS.
- Former officers selected for OCS are enlisted as seaman apprentice (officer candidate) and receive original O-1 commissions in the Coast Guard Reserve after graduating from OCS, with previous service time creditable for pay and retirement purposes but not for promotion.
- Coast Guard chief warrant officers on active duty remain chief warrant officers while attending OCS. On graduation, they receive temporary regular commissions as either ensigns or lieutenants (junior grade); see [Article 1.A.4.](#)


**1.B.5.k. Unsuccessful Candidates**

- The Service assigns candidates who do not successfully complete OCS as follows:
  - Active duty Coast Guard members to general duty to complete their enlistment or other obligated service.

- b. Members of an inactive Reserve component to inactive duty; they incur no additional active duty obligation because they attended OCS.
  - c. The Service normally discharges applicants with no service affiliation before enlisting for OCS from the Service.
2. The Service normally discharges a candidate who fails to meet the physical requirements for commissioning.

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### **1.B.6. Recalling Retired Reserve Officers**

The information in  [Article 1.A.11.](#) on recalling retired Regular officers also applies to retired Reserve officers (10 U.S.C. 672 (a) and 672 (d)).

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### **1.B.7. Security Investigations for Original Appointment of Reserve Officers**

Selectees must initiate a National Agency Check and sign the following Statement of Understanding before commissioning.

I understand a National Agency Check will be conducted to determine my qualification for commissioning as a United States Coast Guard officer. I understand my commission may be revoked and I may be separated in accordance with 10 U.S.C. 1162 or 14 U.S.C. 281 if it is determined I am not eligible for a secret security clearance.

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### **1.B.8. Interviewing Procedures for Officer Recruiting Programs**

#### **1.B.8.a. General**

OCS and the various direct commission programs are important sources of Coast Guard officers. Various selection boards evaluate applicants' qualifications to determine those best qualified for a particular program. To do so properly, they must have adequate information, an important source of which is the interview, often the only significant personal contact with the applicant reported by a Coast Guard official. As such, the interview provides important subjective input on the applicant's poise, leadership potential, ability to communicate, motivation for service in the Coast Guard, etc. On the basis of this subjective report and other, more objective measures, the Coast Guard selects candidates. The accuracy of the selection process directly reflects the quality and uniformity of interviews. Consequently, effective interviewing procedures and careful attention to completing the Officer Programs Applicant Assessment, Form, CG-5527, are extremely important to both the Coast

Guard and the applicant. ➡ Article 1.B.9. contains Guidelines for Interviewing for Officer Programs.

### **1.B.8.b. Requirements**

#### **1. Composition of Interview Boards.**

- a. Commanding officers shall convene interview boards at places within their jurisdiction. Boards shall consist of three officers, except when necessary to interview an applicant at a location geographically remote from a larger Coast Guard facility. In such cases, a two-member board is authorized.
- b. The board's senior member shall be a lieutenant commander or above. Other members should have the rank of ensign or higher with more than one year of Coast Guard service. Interview board members for chief warrant officer applicants shall be lieutenant commanders or higher. All members must be equal or senior to the grade for which they are considering the applicant.
- c. Interview boards should be composed with applicant and program in mind. Thus, when interviewing for OCS, the board should contain, if practical, an OCS graduate; for a direct commission program, a specialist in the same field; for a Reserve commission, at least one Reserve officer. A board interviewing female or minority applicants should contain, if possible, a female or respective minority member. A board considering licensed officers in the Merchant Marine or Maritime Academy graduates should include, if practical, one officer with merchant marine safety experience.
- d. When practical, two board members should be Regular Coast Guard officers. When a two-member board is authorized one must be a Regular officer.
- e. Since an unbiased, independent contribution is essential, officers in direct personal or professional contact with the applicant may not be members of that individual's interview board. Coast Guard members' immediate supervisors and commanding officers may not be board members because they provide input through the commanding officer's endorsement.

#### **2. Interview Board Report.** The interview board completes an Officer Programs Applicant Assessment, CG-5527, for each applicant. Board members should prepare this form jointly, with all board members reaching a consensus. Do not show applicants the completed forms from the interview. Submit these sheets with the cover sheet, signed by the senior board member, to the recruiter or educational officer and provide this information.

- a. The name of the program,

- b. The applicant's name,
  - c. The names and duty stations of the interview board members, and
  - d. Date or dates when members interviewed the applicant.
3. Applicant Recommendation. The interview board must state the applicant's suitability for commissioning in the program(s) in question in the first sentence of the "Overall Impression of Candidate" box of the Applicant Assessment form in this wording: "(applicant name) is recommended for (program name)," or "(applicant name) is NOT recommended for (program name)," for example: "Mary Jones is recommended for Officer Candidate School;" or "Ralph Jones is NOT recommended for the Direct Commission Aviation program." In addition, include applicable comments in the "Overall Impression of the Candidate" box.
4. Other Evaluation. The local recruiter or other persons who process an applicant often are a valuable source of information. When they have sufficient personal contact with an applicant to provide an accurate evaluation, they should complete an Officer Programs Applicant Assessment form and attach it to the board report, marking it clearly with the words, "NOT A MEMBER OF THE INTERVIEW BOARD." This supplements the usual interview board requirement; the recruiter should use it only when fully satisfied the appraisal is complete and accurate.

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## **1.B.9. Officer Programs Interviewing Guidelines**

### **1.B.9.a. The Objective**

The interview's primary purpose is to evaluate the applicant as a prospective Coast Guard officer. In many cases, the Report of Interview is the most valuable portion of an application and a determining factor in selections for officer programs. The primary object interviewers must keep in mind is their written evaluation usually is the only evidence of the applicant's personal attributes and thus plays a very important part in the selection process. Therefore, it is essential during the interview for interviewers to obtain adequate information and accurately transpose it on the Officer Programs Applicant Assessment form. It also is necessary to attain some degree of uniformity in the Report of Interview since officers of very different backgrounds and experience and varying interviewing proficiency conduct the interviews. An interview board could consist of a captain with Marine Inspection Office (MIO) experience, an Academy lieutenant, and a recent OCS graduate. Their common bond, of course, is all are Coast Guard officers. Consider separately any specialty, such as aviation, although if the board can determine information about that specialty, it certainly is valuable.

**1.B.9.b. The Interview**

1. Environment. The formality of the three officer board may cause the applicant some uneasiness or stress. His or her response to that situation is a valuable part of the interview. However, interviewers will be able to get a more accurate view of the applicant's true personality if a "threatening" environment does not exist. Create an environment which will permit the applicant to relax, so he or she will communicate freely.
2. Conversation Flow. Avoid the question and answer approach. Applicants tend to give what they think is the expected answer to a question. Try to conduct the interview as a free-flowing conversation. The member with the most interviewing expertise or experience should direct the interview with a minimum of comments and questions, as appropriate, from the others.
3. Chronology. Follow a predetermined interview plan. A chronological sequence like the one below is recommended, but modify it as necessary to conform to program requirements and the individual applicant. Included in each section are examples of questions that tend to draw the desired response from the applicant. Do not use the list of questions as a script.
  - a. Introduction. Explain the primary purpose of the interview is to develop some knowledge of the applicant's interest and ideas. Briefly explain the intended sequence, so the applicant understands the major portion of the interview will obtain those facts, ideas, qualifications, and experiences not available in the other application materials submitted. Explain you intend to reserve time at the end to answer any questions.
  - b. Personal Life and Home Environment. Review this aspect of the applicant's life, discussing parental guidance and childhood, to provide insight into present and future situations.
    - What are your recreational and leisure-time interests?
    - Do you now belong to any social, civic, or professional clubs and associations?
    - Do you hold office in any of these?
    - If you had more time, in what activities would you like to participate?
    - In general, how would you describe yourself?
    - What do you believe are your outstanding qualities?
    - What do you believe are some of your shortcomings?
    - In which areas would you like to develop yourself?
    - What traits or qualities do you most admire in your immediate supervisor?
    - What has contributed to your career success up to now?

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- What disappointments, setbacks, or failures have you had in your life?
  - What kinds of situations or circumstances make you feel tense or nervous?
  - What were some of the major problems or decisions you have had to make up to now?
  - If you had to do it all over again, what changes would you make in your life and career?
- c. High School. Attempt to determine what the applicant did, and why, during these formative years.
- In what types of extra-curricular activities did you participate?
  - How did you spend your summers while in high school?
  - Did you hold any class or club offices?
- d. College or Other Advanced Study. Try to find out the reasons the applicant chose a certain major, how he or she spent extra time, reasons for good or bad grades, and how college experience has contributed to his or her overall life experience.
- Why did you choose the particular college you attended?
  - What determined your choice of major?
  - How would you describe your academic achievement?
  - How did you decide to become [insert career: an accountant, a sales representative, etc.]?
  - In what types of extra-curricular activities did you participate?
  - How did you spend your summers while in college?
  - Did you hold any class or club offices?
  - Have you had any additional training or education since graduating from college?
  - How do you think college contributed to your development?
- e. Employment. The other portions of the application provide only minimal information about work experience. The interview is the only opportunity to find out why the applicant took a certain job, reasons he or she quit, and attitudes toward the job, employer, and company.
- Can you describe your present responsibilities and duties?
  - What were some things you particularly enjoyed when you worked for [insert employer name]?
  - What did you enjoy less?
  - Looking back at the time spent with [insert employer name], what do you

think you have gained from your association?

- What were your reasons for leaving [insert employer name]?
- How would you describe your [present/past] superior?
- What were some of the problems you encountered on your job and how did you solve them?
- In what way has your present job prepared you for greater responsibilities?
- As you see it, what would be some advantages to you if you joined the Coast Guard?
- What disadvantages might there be?


f. Military Experience. This portion may be the most difficult for some applicants, particularly those who are presently in the Coast Guard or who have extensive prior service because this type of person knows the “system” and it is difficult to distinguish one from another. Interview reports of in-Service applicants tend to summarize applicants’ assignments and experience, be favorable, and lack information valuable in evaluating the individual. What is desired is a look at why they entered and left their Service, why they were able to make rate in such a short time or why it took them so long, why they feel they received their evaluation marks, attitudes about the Service, supervisors, and subordinates, ideas on drug and alcohol problems, racial attitudes, etc., and how past military experience can serve them in the future.

- Can you describe your present responsibilities and duties?
- In the past, for what things have your supervisors complimented you?
- What did you and your superior disagree about?
- How has your present job prepared you for greater responsibilities?

g. Present Situation and Future Ambitions and Goals. What in the applicant’s present situation needs changing and how can he or she accomplish it in this program? Does the applicant have a plan to achieve a certain goal? If so, what are the reasons for his or her objectives, and are they realistic? Do not downgrade an applicant only because he or she is unsure of his or her future goals. Many can contribute a great deal to the Service during one tour of duty. On the other hand, one who claims to desire a Coast Guard career may say so because he or she thinks it is a desired response. Interviewers should not ask, “Do you want to make a career of the Coast Guard?”

- In what way does a job with the Coast Guard meet your career goals and objectives?
- If you joined the Coast Guard, where do you think you could make your best contribution?



- What are your long-term goals and objectives?
  - In considering joining the Coast Guard, what are some of the factors you took into account?
  - What aspects of a job are important to you?
  - What would you want in your next job you are not getting now?
  - Are there any additional aspects of your qualifications we have not covered which would be relevant to the position we are discussing?
4. Pointers. Ask if the applicant has questions or if anything else needs to be added. This is particularly important for civilian applicants to avoid any later misconceptions. Emphasize the Coast Guard's military posture. While maintaining a favorable image, answer questions honestly and avoid any possibility the applicant might believe selection is assured, assignment will be to a desired area or type of work, etc. Remember applicants sometimes hear only what they want to hear and sometimes are unintentionally misled. Don't get trapped into being interviewed by the applicant; make him or her do the talking.
- Don't ask antagonizing questions.
  - Don't ask questions with one-word or -phrase answers.
  - Don't ask questions that have "right" answers.
  - Don't jump to conclusions on the basis of initial impressions or inadequate information.
  - Don't accept a partial response to a question.
  - Don't go off on a tangent. Stay with your intended interview plan.
  - Don't concentrate on shortcomings.
5. Conclusion. After the interview, the board members are to complete an Officer Programs Applicant Assessment form in accordance with the guidance on it;  [Article 1.B.8.](#)

## RESERVE PROGRAM ADMINISTRATOR CANDIDATE'S PERSONAL RESUME FORMAT

Date \_\_\_\_\_

From: \_\_\_\_\_  
 (Grade) (Name: First, MI, Last) (SSN)  
 STREET ADDRESS: \_\_\_\_\_  
 CITY/STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: (h) \_\_\_\_\_  
 (w) \_\_\_\_\_

To: Commander, Coast Guard Personnel Command (CGPC-opm-1)

Subj: PERSONAL RESUME FOR RESERVE PROGRAM ADMINISTRATOR

## 1. Commission and Mobilization Information:

| Source of Commission | Comm Grade/Date | Current DOR | Ann Date | PBD | DOB |
|----------------------|-----------------|-------------|----------|-----|-----|
|                      |                 |             |          |     |     |

| Experience Indicator | Additional Indicators | Mobilization Billet |
|----------------------|-----------------------|---------------------|
|                      |                       |                     |

## 2. Military Experience:

## a. Active Duty (include schools but no SADT, TEMAC or ADT):

| Unit | From | To | Assignment |
|------|------|----|------------|
|      |      |    |            |
|      |      |    |            |
|      |      |    |            |

## b. Inactive Duty (Drills—Pay or Non-Pay for last 6 years);

| Unit | From | To | Assignment |    |    |       | Drills Scheduled/<br>Drills Attended* |
|------|------|----|------------|----|----|-------|---------------------------------------|
|      |      |    | CO         | XO | TO | Other |                                       |
|      |      |    |            |    |    |       |                                       |
|      |      |    |            |    |    |       |                                       |
|      |      |    |            |    |    |       |                                       |

\* For last three anniversary years

## c. ADT, TEMAC, or SADT (Pay or Non-Pay for last 6 years including ADT schools):

| Year | Assignment/Location | From | To | ADT |        |       | SADT | TEMAC |
|------|---------------------|------|----|-----|--------|-------|------|-------|
|      |                     |      |    | OJT | School | Other |      |       |
|      |                     |      |    |     |        |       |      |       |
|      |                     |      |    |     |        |       |      |       |
|      |                     |      |    |     |        |       |      |       |

## 3. Correspondence Courses for last 6 years:

| Course Title | Completed | Course Title | Completed |
|--------------|-----------|--------------|-----------|
|              |           |              |           |
|              |           |              |           |
|              |           |              |           |
|              |           |              |           |
|              |           |              |           |

Course completed for: \*Experience Indicator, \*\*DC Requirement, \*\*\*Other

## 4. Military Awards:

## a. Medals, ribbons, and letters of commendation:

| Name of Award | Year Received | Name of Award | Year Received |
|---------------|---------------|---------------|---------------|
|               |               |               |               |
|               |               |               |               |
|               |               |               |               |
|               |               |               |               |

## b. Other Military Recognition:

| Name of Award | Year Received | Name of Award | Year Received |
|---------------|---------------|---------------|---------------|
|               |               |               |               |
|               |               |               |               |

## 5. Civilian Education:

| Institution | Year Completed | Major | Degree |
|-------------|----------------|-------|--------|
|             |                |       |        |
|             |                |       |        |

## 6. Civilian Experience/Accomplishments:

| Occupation | Employer | Job Title/Duties |
|------------|----------|------------------|
|            |          |                  |
|            |          |                  |

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Signature

In accordance with the Privacy Act of 1974 the authority for collecting this information is: 10 U.S.C. 275 and 14 U.S.C. 631, 632, and 701. The principal purpose for which this information is intended is to amplify data for promotion and retention boards' consideration. Disclosing this information is voluntary and will not disqualify an individual from consideration if not provided.

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## **1.C. U. S. Coast Guard Reserve Ready Reserve Direct Commission Officer Program**

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### **1.C.1. General**

#### **1.C.1.a. Purpose**

The Ready Reserve Direct Commission (RRDC) Officer Program is one source for filling junior officer (ensign through lieutenant) billets. Commander, Coast Guard Personnel Command convenes the RRDC Board annually, as needed, to consider applications. Board dates are published in the Inactive Duty Reserve Board Schedule, COMDTINST 1401.4 (series) and board results are announced by general message.


#### **1.C.1.b. Eligible Personnel**

1. These personnel are eligible to apply:
  - a. Prior or current military service personnel; however, those with 13 or more years of previous service creditable for retirement in another Armed Force of its Reserve component are not eligible.
  - b. Civilians with no prior service.
2. These personnel are not eligible to apply:
  - a. Personnel with 13 or more years of previous service creditable for retirement in another Armed Force or its Reserve component.
  - b. Ministers of divinity, theology students, and persons who hold degrees or are in graduate school or training in medicine, dentistry, nursing, veterinary medicine, osteopathy, or optometry are not eligible unless they:
    - (1) Previously served in the Armed Forces or a Reserve component and completed their military service obligations; and
    - (2) Attain their educational status after fulfilling their military service obligation; and
    - (3) On acceptance in the Coast Guard Reserve, agree in writing if mobilized they will waive their right of exemption due to their professional status.

**1.C.1.c. Dual Compensation**

Persons drawing a service-connected pension, disability allowance, disability compensation, or retired pay from the United States Government who are selected under this program may be required to waive part or all of their pension to comply with provisions of 10 U.S.C. 684 and 38 U.S.C. 3102.

**1.C.1.d. Period of Obligated Service**

All applicants must execute a Statement of Understanding  [Exhibit 1.C.1.](#) which includes the agreement that, if selected, the applicant will:

1. Affiliate and participate satisfactorily with a Coast Guard Selected Reserve unit for at least three years if a billet is available; and
2. Remain with the Ready Reserve for at least four years from the appointment date.

**1.C.1.e. Reserve Officer Candidate Indoctrination**

All enlisted and non-prior-service candidates selected for a direct commission through this program are required to attend the three-week Reserve Officer Candidate Indoctrination (ROCI) course before commissioning. All RRDC selectees are required to complete non-resident training material prior to reporting to ROCI. Advance training materials will be mailed immediately to selectees once the CGPC board results are approved.

**1.C.1.f. Applications**

Application packages are available from commanding officers of Integrated Support Commands (pf) and recruiting offices. Coast Guard and Coast Guard Reserve members apply through their unit's Educational Services Officer (ESO). All other applicants apply through the nearest recruiting office.

**1.C.1.g. Eligibility Criteria**

All applicants shall meet all these basic qualifications:

1. Be a citizen of the United States with good character;
2. Have reached their 21st but not their 33rd birthday by 1 July following the Board that will consider the applicant for selection;
3. Be able to meet the physical standards for a direct commission prescribed in the Medical Manual, COMDTINST M6000.1 (series), Chapter 3;

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4. Have either a baccalaureate or higher degree; or
  - a. Be at least an E-5 or an E-4 above the cut on the E-5 advancement eligibility list, and
  - b. Have successfully completed two years (60 semester or the equivalent quarter hours) at an accredited, degree-granting college or university. An applicant may substitute CLEP examinations (with the ACE recommended score for exams taken before May 1986 and a score of at least 421 for exams taken after May 1986) for up to 30 semester units.
5. All applicants are responsible for making necessary arrangements to take the appropriate officer screening test. Former or current officers of the Regular or Reserve Armed Forces of the United States who have served at least one year in commissioned status are not required to take the test. Test results remain valid indefinitely. All applicants must attain the minimum qualifying score as follows:
  - a. SAT: combined 1000 on verbal and math
  - b. ACT: composite of 21
  - c. ASVAB: GT score of 110 (copy of MEPS-714 form is required for civilians)
6. Be eligible for a secret clearance. All applicants must have a favorable National Agency Check (NAC) within the last ten years. Selectees must acknowledge that if it determined they are not eligible for a security clearance, their commission is subject to revocation, and they may be discharged. ➡ [Exhibit 1.C.1.](#)

### **1.C.1.h. Waiver Requests**

Waivers will be considered only after Integrated Support Commands (ISC) have exhausted all alternatives and are unable to find fully qualified applicants. Forms are provided in the RRDC application package. Waiver request letters must:

1. Be initiated and sent directly from ISCs and district commanders; and
2. Describe the situation that compels a need for the waiver, the reason why the billet cannot remain open and how the applicant uniquely fulfills the need.

### **1.C.1.i. Physical Examination**

Each applicant shall have a commissioning physical examination performed in accordance with the ➡ Coast Guard Medical Manual (COMDTINST M6000.1), Section 3-E. Coast Guard Regular and Reserve applicants shall obtain physical exams using locally established procedures. All other applicants shall obtain a physical exam at the Military Entrance Processing Station (MEPS) as arranged



through the local recruiter. A copy of the physical exam report, approved no earlier than one year preceding the RRDC board convening date, must be included with the application package.

**1.C.1.j. Swimming Qualification**

Selectees must pass the basic swim test as outlined in the ROCI curriculum before receiving their commission

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**1.C.2. Application Procedures**

**1.C.2.a. General**

Commandant (G-WTR) establishes RRDC quota allocations. Non-Coast Guard Reserve applicants should contact a recruiting office to apply. Coast Guard Selected Reservists should contact their unit Educational Services Officer (ESO) to obtain application packages. Units and recruiting offices will forward all completed application packages to the relevant ISC and district in time to meet the scheduled interview dates. In all cases, responsibility for timely submission rests with the applicant, who should allow for delays in scheduling the interview board and completing the application process.

**1.C.2.b. Documents Required**

Only those documents listed below will be included in the RRDC application package.

1. Signed Statement of Understanding.
2. Applicant's Narrative Communication to the RRDC Board endorsed by the commanding officer for Coast Guard and Coast Guard Reserve members.
3. Civilian resume (maximum of two pages).
4. College transcript(s) and proof of degree.
5. Approved Report of Medical Examination, SF-88 and Report of Medical History, SF-93 (with approving authority signature).
6. Request for waiver (if required).
7. ISC and district commander request for waiver (if applicable).
8. Copies of SAT, ACT, or ASVAB test completion and scores. A copy of the MEPS-714 form is required for all ASVAB GT scores for civilians.
9. Applicant Assessment Form, CG-5527.
10. Civilian Application Checklist.
11. Place of residence and telephone number.

12. Character references, CG-4445 (at least three).
13. Letters of recommendation (maximum of five), awards, certificates and miscellaneous items.
14. Questionnaire for National Security Positions, SF-86, or a copy of the adjudication message if investigation for security clearance is current (completed within the last ten years).
15. Record of Military Processing, DD-1966.
16. Statement of Financial Obligation/Spouse's Consent, CG-4891.
17. Report of Separation From Active Duty, DD-214 (if applicable).
18. Police Record Checks, DD-369.
19. Approved Conditional Release, DD-368 (if applicable).
20. Copy of Social Security card.
21. Copy of marriage certificates and/or divorce decrees (applicant and spouse).
22. Certified copy of child(ren)'s birth certificate.
23. Certified copy of birth and/or Naturalization Certificate(s).

**1.C.2.c. Unit and Recruiting Office Responsibilities**

Unit ESOs shall assist applicants already serving in the Coast Guard or Coast Guard Reserve. Recruiting offices are available to advise ESOs on application procedures and may help schedule interview boards. Units and recruiting offices shall:

1. Advertise for and solicit applications.
2. Recruiting offices process non-Coast Guard applicants.
3. Unit ESOs process packages from Coast Guard and Coast Guard Reserve applicants.
4. Send packages to the appropriate ISC and district commander before the deadline.

**1.C.2.d. Integrated Support Command and District Commander Responsibilities**

Convene applicant interview panels in time to meet the CGPC-rpm submission deadline. All applicants who meet or exceed the commissioning standards of this program and reside in areas designated by the ISC and district commander for RRDC consideration will be nominated. Applicants not recommended for consideration by the ISC panel shall be notified immediately; their applications are not sent to CGPC. Completed application packages for all recommended candidates are to arrive at

CGPC-rpm not later than 45 days before the scheduled RRDC selection board convening date. A forwarding letter must include this information:

1. Names of all fully qualified nominees within ISC's and district commander's RRDC application areas;
2. The recommended grade for each; and
3. Applicant's preferred date of attendance at ROCI when more than one class is scheduled.
4. Before RRDC selectees depart for ROCI, ISC and district commanders must ensure they all sign a statement of understanding:
  - a. Commission is contingent on completing the entire three-week course of instruction, and
  - b. Failure to complete all training requirements, including the swimming test, will result in disenrollment with no commissioning.

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### **1.C.3. Selection for Appointment**

#### **1.C.3.a. Commission Board Actions**

In selecting candidates, the RRDC Board:

1. Considers only complete application packages.
2. Rank orders most suitable applicants within each ISC's and district commander's AOR.
3. Recommends applicants who meet both the program's commissioning standards and the ISC's and district commanders' needs, subject to final approval by Commander, (CGPC-rpm).
4. For applicants with officer experience, bases grade recommendations on the needs of the Reserve and the applicant's level of education, technical training, professional experience, and military experience which exceeds the prescribed minimum.

#### **1.C.3.b. Commander, Coast Guard Personnel Command Action**

Coast Guard Personnel Command will make final selections based upon vacancies established by Commandant (G-WTR-1) and the rank order lists provided by the selection board.

**1.C.3.c. Experience Indicators**

Experience indicators are assigned as described in the Reserve Policy Manual, COMDTINST M1001.28 (series).

**1.C.3.d. Assignment Notification**

ISCs and district commanders will notify selectees, assign ROCI convening date, and unit assignment as coordinated through Commandant (G-WTR-1). Orders to ROCI will be coordinated with local PERSRU.

1. Drilling reservists will continue to drill at their current unit until reporting to ROCI.
2. Civilian and non-Coast Guard prior service selectees do not report to their assigned unit until they complete ROCI.

# COAST GUARD PERSONNEL MANUAL CHAPTER 1.C

## **STATEMENT OF UNDERSTANDING for Applicants to the Coast Guard Ready Reserve Direct Commission Officer Program**

1. I understand I will be required to appear for an interview as directed by Commanding Officer, Integrated Support Command (pf).
2. If commissioned through the Ready Reserve Direct Commission Officer Program, I agree to:
  - a. Remain a member of the Selected Reserve for at least three (3) years from my date of commissioning, if a billet is offered to me;
  - b. Remain a member of the Ready Reserve for at least four (4) years from my date of commissioning and fulfill my statutory obligation as a member of the Individual Ready Reserve, if necessary; and,
  - c. Complete the minimum number of drills and days of annual active duty for training required for my training category.
3. I understand if I am becoming a member of an Armed Force for the first time, I am incurring an eight-year military service obligation.
4. I understand a National Agency Check will be conducted to determine my qualification for commissioning as a United States Coast Guard officer. If it is determined I am not eligible for a secret security clearance, my commission is subject to revocation and I may be discharged in accordance with 10 U.S.C. 1162.
5. I understand I must satisfactorily meet all these conditions which are basic considerations for my continuation in the Coast Guard Reserve, promotions, retention in a paid drill status, retention in any active status, and retention of my commission in the Coast Guard Reserve.
6. I understand if I now am receiving or ever receive a pension, disability allowance, disability compensation, or retired pay from my military service in the United States Government, I may be required to waive all or part of such compensation in favor of Reserve military pay and allowances for the period of active duty (including training) or inactive duty.
7. I understand if the billet for which I am selected is beyond the standards reasonable commuting distance, travel reimbursement and per diem will not be authorized.

---

Applicant's Signature

---

Date

---

Witnessing Officer's Signature

---

Date

# COAST GUARD PERSONNEL MANUAL CHAPTER 1.C.

## ELIGIBILITY CHECKLIST Ready Reserve Direct Commission Officer Program

NAME: \_\_\_\_\_ RATE: \_\_\_\_\_

UNIT NAME: \_\_\_\_\_ DISTRICT/OPFAC: \_\_\_\_\_

### Recruiter/Unit Commanding Officer:

1. Is applicant a U.S. Citizen? Yes\_\_\_\_ No\_\_\_\_
2. Will applicant have reached his or her 21<sup>st</sup> birthday but not his or her 33<sup>rd</sup> birthday by 1 July following the next Ready Reserve Direct Commission Board? Yes\_\_\_\_ No\_\_\_\_
3. If applicant is not a CG/CGR member E-5 or above, does applicant hold a baccalaureate or higher degree from an accredited college or university? If applicant is CG/CGR E-5 or above, has applicant completed at least 60 semester hours or equivalent number of quarter hours which are acceptable for a baccalaureate degree at an accredited, degree-granting college or university? Yes\_\_\_\_ No\_\_\_\_
4. If using CLEP examinations to qualify, enter the number of CLEP credits (up to 30). \_\_\_\_\_
5. If the applicant has prior military service, was his or her separation code such that applicant is eligible for reenlistment? Yes\_\_\_\_ No\_\_\_\_
6. If the applicant enlisted as a provisional petty officer as defined in section 15-H-8 of COMDTINST M1001.27 (series), has the applicant attained permanent petty officer status? Yes\_\_\_\_ No\_\_\_\_
7. Will applicant be requesting a waiver?  
Of which requirement? \_\_\_\_\_ Yes\_\_\_\_ No\_\_\_\_
8. Has applicant completed the required qualification test (SAT, ACT, or ASVAB)? Yes\_\_\_\_ No\_\_\_\_

### Integrated Support Command:

9. Did the applicant receive a qualifying score? Yes\_\_\_\_ No\_\_\_\_  
Score \_\_\_\_\_ Date \_\_\_\_\_ Which Test? \_\_\_\_\_
10. Check applicant's security clearance level. C\_\_\_\_ S\_\_\_\_ TS\_\_\_\_  
Check the type of investigation. NAC\_\_\_\_ BI\_\_\_\_ SBI\_\_\_\_  
Enter the date completed. \_\_\_\_\_  
Does the applicant need an update or upgrade? Yes\_\_\_\_ No\_\_\_\_
11. Enter the date of applicant's physical. \_\_\_\_\_  
Is applicant physically qualified for commissioning? Yes\_\_\_\_ No\_\_\_\_



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## 1.D Appointment as Warrant Officer

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### 1.D.1. General

#### 1.D.1.a. Definition

Chief Warrant Officers (CWOs) are commissioned officers of the Coast Guard who serve in grades established by law and have authority commensurate with this status. CWOs are mature individuals with appropriate education and specialty experience who have shown through demonstrated initiative and past performance they have the potential to assume positions of greater responsibility requiring broader conceptual, management and leadership skills. While administrative and technical specialty expertise is required in many assignments, CWOs must be capable of performing in a wide variety of assignments that require strong leadership skills. Enlisted and officer experience provide these officers a unique perspective in meeting the Coast Guard's roles and missions.

#### 1.D.1.b. Billet Structure

Warrant officer billets are issued in the normal budgetary process and are independent of commissioned officer billets. All warrant officer billets are at the W-4 level.

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### 1.D.2. Eligibility for Appointment to Warrant Grade

#### 1.D.2.a. Minimum Eligibility Requirements

Each applicant for appointment to warrant grade is responsible for completing the eligibility requirements by 1 January of the year in which the Chief Warrant Officer (CWO) Appointment Board (the Board) convenes. ➡ The Schedule of ADPL Officer Personnel Boards and Panels, COMDTINST 1401.5 (series) announces the Board's convening date. See ➡ Exhibit 1.D.

1. Must be a citizen of the United States.
2. Applicants are no longer required to have a National Agency Check (NAC) completed within five years of the 1 January deadline. However, applicants should review the requirements of the ➡ Coast Guard Military Personnel Security Program, COMDTINST M5520.12(series) and be prepared in the event an updated background investigation is needed for the initial CWO assignment.
3. **Must be a member of the Coast Guard or Coast Guard Reserve with at least 8 year's total active service in the Armed Forces of the United States, with the last 4 having been in the Coast Guard. Credit for active duty time will be computed to 30 June following the 1 January deadline. Members returning to active duty under the CNC or Temporary Separation Policy will be credited for TIS earned prior to separation (➡ Article 12.F.). Rules for computing active duty time in service (TIS) are contained in ➡ Article 1.D.4.**

4. Must be serving in pay grade E-6 or above. Those currently serving as temporary officers are not eligible to apply for appointment to warrant grade. Former temporary officers who were authorized to revert to their permanent enlisted status under [☞ Article 12.A.12](#), provisions must request a waiver to apply for appointment to warrant grade. Waiver requests must be submitted via the chain of command to arrive at Commander (CGPC-opm-1) by 1 September preceding the Board. Temporary officers who reverted IAW [☞ Article 12.A.13.e.4](#), do not need a waiver. Additionally, personnel who have previously served as a warrant officer who were authorized to revert to their former enlisted status under the provisions of [☞ Article 5.B.6](#) or [12.A.21](#) are not considered to have the qualities necessary for reappointment to warrant grade and are not eligible to apply.
5. Enlisted members serving in pay grade E-6 must have displayed their technical ability by placing in the top 50 percent on the eligibility list for advancement to E-7 as a result of the Servicewide Examination (SWE) administered in May prior to the 1 January deadline. The following examples apply.
  - a. If the E-7 advancement eligibility list has 100 members, those at positions 1 through 50 are eligible to compete for appointment to warrant grade.
  - b. If the E-7 advancement eligibility list has 101 members on, those at positions 1 through 51 are eligible to compete for appointment to warrant grade.
  - c. Members removed from published advancement eligibility lists, e.g., retirements, shall not be used as justification to improve the percentile calculation.
6. Members serving in pay grade E-7, E-8, or E-9 are considered to have already displayed technical ability in their specialty.
7. Members who are scheduled for separation under the High Year Tenure Program are not eligible to apply since their mandatory separation date will have occurred prior to the effective date of the Final Eligibility List.
8. Members whose request for retirement have been approved are not eligible to apply. Members whose request for retirement is approved after being recommended shall be removed from the Preboard or Final Eligibility List as applicable. Commanding officers shall notify Commander (CGPC-opm-1) by message so the names of such applicants can be removed from the applicable list.
9. No court-martial or civil conviction, or nonjudicial punishment and have no unsatisfactory mark in conduct for the three years immediately prior to the 1 January deadline and for the entire period from 1 January to appointment.

Commanding officers shall submit a message to Commander (CGPC-opm-1) to remove from the warrant officer appointment eligibility lists (Preboard or Final) any person who has received a court-martial or civil conviction, nonjudicial punishment, or unsatisfactory mark in conduct at any time prior to being appointed to warrant grade.

10. See ☞ Article 1.D.10. for information about members who previously declined appointment to warrant grade or voluntarily elected to be removed from an eligibility list.
11. Applicants for the boatswain or naval engineering specialties must have completed at least one year of sea duty as defined by ☞ Article 5.C.15. in pay grade E-6 or above by the 1 January deadline. Members serving in the MST rating who are otherwise qualified for the boatswain specialty, including normal color perception, are not required to complete the sea duty requirement. Surfmen (SJ, SK or SM) who have completed 12 months as a certified surfman in a designated surfman billet, E-6 or above, are considered to have permanently met the sea duty requirement for appointment to warrant. This requirement will not be waived except for members who are presently serving at sea or who are under orders to sea duty and will meet the sea duty requirement by 30 June following the Board's convening date. Commanding officers have authority to grant waivers in these cases. Waivers beyond this authority must be approved by Commander (CGPC-opm-1). Sea Duty waiver requests must be submitted via the chain of command to arrive at Commander (CGPC-opm-1) prior to the 1 January deadline. In computing sea duty time, 30 days equal one full month. After totaling all creditable sea duty periods, a remainder of fewer than 30 days shall be dropped.
12. In addition to the above eligibility requirements, each applicant for appointment to either the AVI, BOSN, ELC, INF, MED, or WEPS warrant specialty must possess normal color perception.
13. Commanding Officer's Recommendation. The final eligibility step in the warrant officer appointment process is obtaining the commanding officer's recommendation. After meeting all of the eligibility requirements, members must submit a request to their commanding officer to obtain a recommendation for appointment to warrant grade. Members should follow their commanding officer's policy for requesting this recommendation, scheduling an interview with the commanding officer, providing documentation attesting to the completion of the minimum eligibility requirements, addressing the suitability issues specified in ☞ Article 1.D.3.b.2., etc. Members must submit this request in time to obtain the commanding officer's recommendation by the 1 January deadline date; see ☞ Article 1.D.3.

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## **1.D.3 Recommendation Procedures**

### **1.D.3.a. Content of Recommendation**

The commanding officer's well-considered, affirmative recommendation is the most important eligibility requirement in the warrant officer appointment process. Regardless of how much time in service or time in grade a member may have or the existence of other personal considerations, he or she must earn the commanding officer's recommendation. Commanding Officers (COs) shall base recommendations for appointment to warrant grade first on the person's qualities of leadership, personal integrity, and potential to perform successfully as a warrant officer. COs must never permit technical competence and ability to perform in a warrant specialty to overshadow the member's potential to perform successfully as a warrant officer. Appointment as a warrant officer is not another step in the enlisted promotion process and shall not reward enlisted members for faithful or extended service or completion of minimum service requirements. Meeting the minimum standards for advancement as an enlisted member should not be enough to earn members the commanding officer's recommendation to apply for appointment to warrant grade. A CO shall not recommend a member whose personal conduct and associations constitute reasonable grounds for rejection on the basis of loyalty.

### **1.D.3.b. Considerations Prior to Recommendation**

In view of ☞ Article 1.D.3.a., COs may recommend members for appointment to warrant grade if they meet all ☞ Article 1.D.2. minimum eligibility requirements. In addition to these minimum eligibility requirements, COs shall consider these factors before recommending a member for appointment to warrant grade:

1. COs shall recommend personnel for appointment to warrant grade only if they are fully qualified to hold warrant grade. By making this recommendation the commanding officer affirms the member recommended can perform the duties of the specialty as defined in ☞ Article 1.D.13. Commanding officer's shall thoroughly evaluate members seeking their recommendation for appointment to warrant grade to ensure they possess the qualities of character and leadership required of warrant officers. Perfunctory personnel administration in this area may allow poor performers and military offenders to be appointed, which reflects poorly on the command and the Service.
2. The recommendation process used by the commanding officer assists the Service in affirming the candidate's mental, moral, physical and professional qualifications for appointment to commissioned status. Commanding Officers shall review the applicant's unit personnel data record prior to making the recommendation. In addition to affirming that the member recommended meets all minimum eligibility requirements as well as the particular requirements for the chief warrant officer specialty defined in ☞ Article 1.D.13., the following suitability issues shall be carefully evaluated prior to making a recommendation to allow the member to compete:

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- a. demonstrations of character inconsistent with Coast Guard core values;
- b. substance and/or alcohol abuse;
- c. misconduct (civil and military);
- d. domestic violence;
- e. financial irresponsibility; and
- f. sexual harassment or discrimination.

### 1.D.3.c. CGPC Determination

If it is determined that certain individuals do not possess the officer-like qualities necessary to serve successfully as a chief warrant officer after being recommended by their commanding officer, Commander (CGPC-c) may remove their names from competition.

### 1.D.3.d. Letter to PERSRU

The commanding officer shall submit a letter to the Personnel Reporting Unit (PERSRU) listing those recommended for appointment to warrant grade.

---

## 1.D.4. Normal Path of Appointment

### 1.D.4.a. General

The table shows the normal appointment path to warrant specialties:

| Rating  | Warrant Specialty                              |
|---|--|
| Aviation Maintenance Technician (AMT)<br>Avionics Technician (AVT)                              | Aviation Engineering ( <a href="#">AVI</a> )   |
| Musician (MU)   | Bandmaster ( <a href="#">BNDM</a> )            |
| Boatswain's Mate (BM)<br>Marine Science Technician (MST)<br>Quartermaster (QM)<br>Radarman (RD) | Boatswain ( <a href="#">BOSN</a> )             |
| Telecommunications Specialist (TC)  | Communications ( <a href="#">COMM</a> )        |
| Electronics Technician (ET)<br>Telephone Technician (TT)  | Electronics ( <a href="#">ELC</a> )            |
| Storekeeper (SK)<br>Food Service Specialist (FS)  | Finance and Supply ( <a href="#">F&amp;S</a> ) |
| Damage Controlman (DC)<br>Aviation Survival Technician (AST)                                    | Material Maintenance ( <a href="#">MAT</a> )   |
| Health Services Technician (HS)   | Medical Administration ( <a href="#">MED</a> ) |
| Electrician's Mate (EM)<br>Machinery Technician (MK)  | Naval Engineering ( <a href="#">ENG</a> )      |

|   |   |
|---|---|
| Yeoman(YN)  | Personnel Administration ( <a href="#">PERS</a> ) |
| Investigator (IV) (Reserve Rating)<br><b>Marine Science Technician (MST)</b><br><b>(Reserve Rating)</b><br>Port Security <b>Specialist</b> (PS)<br>(Reserve Rating) | Port Safety and Security ( <a href="#">PSS</a> )  |
| Photojournalist (PA)  | Public Information ( <a href="#">INF</a> )        |
| Fire Control Technician (FT)<br>Gunner's Mate (GM)  | Weapons ( <a href="#">WEPS</a> )                  |

#### 1.D.4.b. Exceptions to the Normal Path of Appointment

Members who desire consideration for appointment to a warrant specialty not in their normal path of appointment are required to complete all Coast Guard Institute nonresident training courses up through E-6 for a rating that is in the desired path. Additionally, such members must demonstrate competence by participating in an E-7 SWE consistent with such nonresident training courses required above. Scoring in the top 50 percent of all E-7 candidates on the appropriate SWE's professional knowledge sections for the desired path is considered adequate demonstration.

1. Each applicant for a warrant specialty not in the normal path of appointment is also required to meet the eligibility requirements in [Article 5.C.6](#) for advancement to E-7 in the enlisted rating consistent with [Article 1.D.2.](#) requirements.
2. Interested applicants shall submit a written request to Commander (CGPC-opm-1) via official channels for authority to participate in the applicable E-7 SWE to be administered during May of the year preceding the 1 January deadline. Such requests shall be submitted in time to arrive at Commander (CGPC-opm-1) no later than 1 February of the year the E-7 SWE is desired.
3. Instructions contained in this article do not constitute authority to change an enlisted rating. Participation in E-7 SWEs as specified in this article is solely to qualify for appointment to warrant grade.
4. Unsuccessful applicants must re compete annually in the appropriate E-7 SWE examination.
5. Members authorized to apply for a warrant specialty outside their normal appointment path can not compete for their normal specialty.

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### 1.D.5 Credit for Time in Pay Grade (TIG) and Active Duty Time in Service (TIS)

#### 1.D.5.a. Time in Grade

Credit active duty TIG as served in pay grades E-6, E-7, E-8, and E-9.

**1.D.5.b. Computation Rules**

Use the following rules to compute TIG.

1. **Calculate** time in grade in years and months **to 1 July of the year of the Board.** Thirty days equal one full month. After totaling all creditable periods of TIG, drop a remainder of fewer than 30 days.
2. Credit TIG as served in pay grades E-6, E-7, E-8 and E-9 in the Coast Guard or Navy. All Navy service must be supported with a DD-214.
3. Reserve members on active duty who voluntarily accepted a reduction in rate to enlist or reenlist in the Regular Coast Guard will not receive TIG held in the higher pay grade regardless of whether the member subsequently advanced to the formerly held higher pay grade after enlisting or reenlisting in the Regular Coast Guard.
4. Previous Coast Guard or Navy TIG in the present or higher grade is creditable only if served under continuous active service conditions (within three months of separation).
5. Credit time served as a prior temporary officer. Enlisted members who were reverted from a temporary officer status will be credited with TIG in their permanent enlisted grade of E-6 and above.
6. Do not credit time on the TDRL when computing TIG.
7. Do not credit time served in a rate from which a member was reduced as a result of nonjudicial punishment, court-martial, or incompetence.
8. Time served in a previous rate is creditable for those personnel who accepted a reduction in rate for the purpose of a change in rating.

**1.D.5.c. Computing TIS**

Use the following rules to compute TIS.

1. After totaling all creditable periods of TIS, a remainder of fewer than 30 days shall be dropped.
2. Active duty in any of the Armed Forces is creditable. A correct Active Duty Base Date is the basis for this computation.
3. Do not credit time served on the TDRL as active service.
4. **The terminal eligibility date is 1 July of the year of the Board.**



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## **1.D.6 Preboard Results**

### **1.D.6.a. Personnel Data Extract (PDE)**

The Coast Guard Human Resources Service and Information Center [HRSIC(adv)] will distribute a Personnel Data Extract (PDE) to each member whose commanding officer (CO) recommended him or her to compete in the warrant appointment process and for whom the PERSRU submitted the appropriate personnel action (PMIS Action Code 325). The PDE is a critical document which notifies all recommended applicants of their preboard scores and the factors used to compute these scores. The PDE confirms that an applicant has been included in the process and is either eligible or not eligible to compete for warrant grade. Non-receipt of a PDE may mean that an applicant has not been included in the process and may result in no preboard score computation for the affected applicant. Applicants who do not receive a PDE bear the responsibility to notify their commanding officer and PERSRU immediately so corrective action can be expedited. Likewise, applicants who receive a PDE which indicates they are not eligible for appointment to warrant grade due to insufficient TIS, TIG, sea duty, evaluation marks, etc., bear the responsibility to notify their commanding officer and PERSRU immediately. Those who do not take immediate action are at serious risk for favorable consideration of a future request for waiver. This exercise of personal responsibility, or lack thereof, further demonstrates the individual's officer-like qualities.

### **1.D.6.b. Preboard Score**

The preboard score consists of an experience factor and an evaluation factor. The experience factor accounts for 40% of the preboard score and is calculated by crediting one point for each full month of active service as E-6 and two points for each full month as E-7, E-8, and E-9. Maximum credit for time as E-6 is 100 points. Total maximum credit for time as E-6 through E-9 is 175 points. The evaluation factor accounts for 60% of the preboard score and is computed by HRSIC(adv) based on the applicant's performance marks during the four-year period immediately prior to the 1 January deadline. Only E-6 marks will be used for those E-6 applicants with fewer than four years' TIG.

### **1.D.6.c. Preboard Eligibility List**

Based on the estimated number of warrant officer appointments required for the following year, Commander (CGPC-opm) will determine the number of candidates to be considered for appointment and establish minimum preboard scores for primary and alternate candidates in each specialty. Commander (CGPC-opm-1) will publish, by ALCGPERSCOM message, usually in April, a Preboard Eligibility List containing the names of those applicants who qualify. The Preboard Eligibility List will not indicate whether applicants are primary or alternate candidates. Individual applicants must refer to their preboard score on their **profile letter** to determine their status. The preboard score is used only to determine primary and alternate candidates and is not furnished to the Board. All primary candidates will be considered by the Board. If primary candidates are removed from consideration prior to the convening of the

Board or are found not fully qualified by the Board, they will be replaced by alternate candidates, in order of highest preboard score. Such alternate candidates are then considered primary candidates. (Refer to [Article 1.D.8.](#))

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## **1.D.7. Preparation and Distribution of Recommendation Files and Resume**

### **1.D.7.a. Submission of Officer Evaluation Reports (OERs)**

Commanding officers shall submit an Officer Evaluation Report (OER), CG-5310 with 3A variant of page 3, for all members of their command whose names appear on the Preboard Eligibility List. The OERs shall be submitted directly to Commander (CGPC-opm-1) and shall be prepared using the instructions in [Article 1.D.7.b.](#) Do not use OER preparation instructions contained in section 10.A. Each primary and alternate candidate shall submit a resume prepared in accordance with instructions in [subparagraph c.](#) below. The submission deadline date for the OER and resume will be announced in the ALCGPERSCOM message publishing the Preboard Eligibility List.

### **1.D.7.b. Preparation of the OER**

Preparation and Distribution of Officer Evaluation Report (OER), Level I (CG-5310).

1. The candidate's current commanding officer must sign as Supervisor and Reporting Officer. OERs completed by former commands, however recent, will not be accepted. The member's "current commanding officer" is determined by considering where the member is permanently attached when the Preboard Eligibility List is published. If the applicant is in an advanced education program, the program manager is the appropriate signatory. Commanding officers are encouraged to contact prior commands for OER input on recently assigned personnel. Commanding officers who desire to provide input on candidates whom they recommended for appointment to warrant grade for the current cycle, but who are no longer assigned to their command, are encouraged to contact the current commanding officer and may forward an Administrative Remarks (CG-3307) documenting the candidate's potential to serve successfully as a CWO. The CG-3307 shall be submitted directly to Commander (CGPC-adm-3) for inclusion in the candidate's Headquarters PDR.
2. Prepare an original and one copy of CG-5310 with 3A variant of page 3 for each candidate as follows:
  - a. Complete section 1, blocks a. (name), b. (SSN), **d.** (current enlisted grade, eg. BMC, **this needs to be hand typed**), e. (date of rank), f. (unit and telephone number), g. (ATU-OPFAC), i. (date reported), j. (period of report, not to exceed one year ending 1 May of the Board year), m. (date submitted).

- b. Complete section 2 with a description of the member's current duties.
  - c. Complete comment sections 3, 4, 5, and 8 addressing each performance characteristic giving specific examples/accomplishments. Completing comment section 7 is optional.
  - d. Complete section 10 specifically addressing the candidate's potential to perform satisfactorily as a chief warrant officer in the specialty for which applying. Refer to [Article 1.D.13.](#), which defines the scale of responsibilities in each specialty.
  - e. Do not complete section 9.
  - f. **Both** Block 6 (Supervisor Authentication) and Block 11 (Reporting Officer Authentication) **shall be signed by the commanding officer**. Unit commanding officers (parent command for units with officers in charge), office chiefs from HQ, division chiefs from areas, maintenance and logistics commands, districts and **the Coast Guard Academy** sign as **both** Supervisors and Reporting Officers for the OERs submitted on candidates assigned to their immediate staffs.
  - g. Do not complete section 12.
  - h. Do not assign numerical marks for performance dimensions. Forms with assigned marks will be returned for resubmission. No attachments to the OER are allowed. Attachments such as awards should be submitted directly to CGPC-adm-3 for inclusion in the HQ PDR.
- 3. Distribution of CG-5310. The original of CG-5310 will become part of the candidate's recommendation file which is forwarded directly to Commander, (CGPC-opm-1). The copy will be retained in the unit file for one year.
  - 4. Correction of CG-5310. Changes to the form will not be permitted after submission except when an administrative error in preparation has been made (i.e., typing). Requests for changes due to administrative errors will be made by letter to Commander (CGPC-opm-1) explaining the error, the desired correction, and the reason. If the request for correction falls within 15 days of the convening date for the Board, the request should be made by message.

#### 1.D.7.c. Preparation of Candidate Resume

All primary and alternate candidates whose names appear on the Preboard Eligibility List shall submit a resume in Coast Guard letter form via the chain of command. **The “to” line shall read, “President, CWO Appointment Board.”** No enclosures to the resume (other than the OER) are permitted. The resume shall be submitted to "President, CWO Appointment Board", c/o Commander, (CGPC-opm-1). The resume must be submitted in the following format.

- 1. Limited to a maximum of two pages, single-sided, single-spaced, 12 point text.

2. Contain a historical summary of **units, listing the primary and collateral duties assumed at each. List units in reverse chronological order (i.e., the most recent unit listed first).**
3. Contain a summary of major professional accomplishments **including medals, awards and academic achievements.**
4. Contain a summary of reasons for desiring appointment to warrant grade.
5. Commanding officers shall forward the resume without comment (signature endorsement only) and shall attach the completed OER as enclosure (1). No other enclosures are permitted.

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## **1.D.8. The Board Process**

### **1.D.8.a. Convening of Board**

At such times as the needs of the Service require, Commander, CGPC shall convene a Board to recommend eligible candidates for appointment to warrant grade.

### **1.D.8.b. Composition of the Board**


The Board shall consist of at least five officers on the active duty promotion list who are serving in or above the grade of chief warrant officer (W-2).

### **1.D.8.c. Oath of Board Members**

Members of the Board shall swear or affirm that they will, without prejudice or partiality, and having in view both the special fitness of officers and the efficiency of the Coast Guard, perform the duties imposed upon them.

### **1.D.8.d. Information to be Furnished to the Board**

Commander, CGPC shall furnish the appointment Board with:

1. A listing, by specialty, of all primary candidates for appointment to warrant grade.
2. The OER and resume of all eligible primary candidates. (Refer to  [Article 1.D.7.](#))
3. The Headquarters PDR of all primary candidates.

### **1.D.8.e. Method of Selection**

1. The Board must first determine, by specialty, if all primary candidates are fully qualified to become chief warrant officers based on the information furnished in subparagraph d. above and the professional judgment of the Board members.

After making this determination, the Board must then rank order the primary candidates on a best-qualified basis.

2. The Board shall not recommend candidates for appointment whose personal conduct and associations are such that reasonable grounds exist for rejection on the basis of loyalty. Although a candidate may have been considered as meeting the minimum requirements, the Board may find trends or patterns of conduct, indebtedness, performance, or behavior which it considers disqualifying and therefore may find the candidate not fully qualified for appointment.
3. The Board will submit a report of those recommended for appointment in each specialty to the Secretary of Transportation (the Secretary) for appointment authority.

**1.D.8.f. Submission of Reports**

1. The Board Report shall contain:
  - a. A cover sheet.
  - b. A listing of membership.
  - c. A listing of the convening, meeting, and adjourning dates.
  - d. A listing of the names of candidates recommended for appointment in each specialty.
  - e. A definite recommendation for all candidates considered, either that they are, or are not, qualified for appointment. The recommendation shall not include any restrictions or qualifications.
  - f. If the Board does not recommend a candidate for appointment, the reasons therefore shall be indicated in the Board Report.
  - g. A certification that, in the opinion of at least a majority of the members if the Board has five members, or in the opinion of at least two-thirds of the members if the Board has more than five members, the candidates recommended are the best qualified for appointment to warrant grade.
  - h. The signature of each member.
  - i. The original precept, appended.
2. The Board shall submit its report to the Commandant for approval, modification, or disapproval. If the Board has acted contrary to law or regulation, the Commandant shall return the report for proceedings, revisions, and resubmission.
3. The deliberations of the Board shall not be disclosed to any person not a member of the Board.

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**1.D.9 The Postboard Process and Final Eligibility List****1.D.9.a. Publication of Results**

After the Commandant has approved the report and the Secretary has granted appointment authority, the candidates concerned shall be promptly notified of the Board results through publication of the Final Eligibility List by ALCGPERSCOM message. Individual notification will not be made. All primary candidates found not fully qualified by the Board will receive a letter from Commander (CGPC-opm-1) stating the reason(s) for the finding.


**1.D.9.b. Method of Appointment**

The Final Eligibility List establishes the precedence of candidates in each specialty. Commander (CGPC-opm) shall establish cutoff points for each specialty based on the maximum number expected to be appointed during the next year to meet Service needs. Those above the appointment cutoff whose performance continues to be satisfactory shall be appointed as vacancies occur.

**1.D.9.c. Eligibility for Further Enlisted Advancement**

Candidates whose names appear at or above the cutoff for appointment to warrant grade or whose names appear below the cutoff but who are subsequently offered appointment to warrant grade are not eligible for advancement to E-7, E-8, or E-9. Recommendation of these members for advancement to E-7, E-8, or E-9 will be invalidated and their names will be removed automatically from established enlisted advancement eligibility lists 60 days after publication of the Final Eligibility List for appointment to warrant grade unless such members have notified Commander (CGPC-opm) and (CGPC-epm) of their intention to decline appointment to chief warrant officer.

**1.D.9.d. Separation Prior to Appointment**

The names of candidates who retire or are discharged from active duty prior to appointment will be removed from the Final Eligibility List. Candidates who subsequently reenlist in the Regular Coast Guard in grade E-6 or above within 3 months after date of discharge and remain qualified in all other respects, shall be considered in a continuous service status and their names shall be restored to the Final Eligibility List without loss of position. That position shall be at the top of the list if the candidate became eligible for appointment while not on active duty. (Refer to  [Article 1.D.2.a.](#))

**1.D.9.e. Effective Date of the Final Eligibility List**

The Final Eligibility List will normally be effective for from 1 June through 31 May following the Board. However, if Service needs dictate, appointments from a specific warrant specialty list may be made prior to 1 June if all candidates from the previous list of the same specialty have been offered appointments. Candidates

above the appointment cutoff remaining on an eligibility list at the time a new list is established will be carried over to the top of the new list. Candidates below the appointment cutoff will not be carried over to a new list and should plan to re compete in the next cycle.

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## **1.D.10. Removal from Eligibility Lists (Preboard or Final)**


### **1.D.10.a. Procedure for Removal from the Preboard or Final Eligibility List**

1. A candidate may be removed from either the Preboard or Final Eligibility List if information is discovered which casts doubt on the candidate's moral or professional qualifications for appointment to warrant grade. The name of any candidate who has received a court-martial or civil conviction, non-judicial punishment, or unsatisfactory mark in conduct at any time after the candidate has been recommended for appointment may be removed from the Preboard or Final Eligibility Lists. The action may be initiated by the commanding officer or Commander (CGPC-c). The candidate's name will be removed without conducting a special board. The recommendation from a commanding officer or superior in the chain of command shall be by letter to Commander (CGPC-opm) and shall contain the following information:
  - a. Candidate's name.
  - b. Length of service.
  - c. Period of time candidate was observed.
  - d. Reason for recommendation.
  - e. Specific facts or circumstances relative to performance.
  - f. Medical reports or opinions, if applicable.
  - g. Nature of counseling and other steps taken to correct deficiencies.
  - h. Candidate's response to counseling.
2. The candidate shall have an opportunity to review the recommendation and shall be permitted to make such comments as desired by endorsement. If Commander (CGPC-c) initiates the action, the candidate shall be advised in writing of the contemplated actions and the reasons therefore and given the opportunity to communicate to the special board in writing via the chain of command.
3. The recommendation shall be reviewed at the Coast Guard Personnel Command by a special board of senior officers. The special board shall consist of at least three officers in the grade of commander or above. The membership shall include a representative from the Headquarters or CGPC division having cognizance of the candidate's specialty. After a thorough review of the candidate's record, the special board shall recommend to the Commandant either

that the candidate be reinstated on the Final Eligibility List or that the candidate not be reinstated on the Final Eligibility List.

4. The recommendations of the special board shall be forwarded to the Commandant for approval, modification, or disapproval.
5. The candidate will be advised of the results of the special board action.
  - a. If the Commandant approves the special board's recommendation to return the candidate's name to the list and that candidate would already have been appointed, the candidate will be tendered the next available appointment.
  - b. If the Commandant approves the special board's recommendation to return the candidate's name to the list and the candidate would not yet have been appointed, the candidate's name will be returned to the original position on the list.
  - c. If the Commandant approves the special board's recommendation to remove the candidate's name from the list, the candidate may recompute the following year if eligible.

#### **1.D.10.b. Removal as Result of Personnel Security Investigation**

A candidate's name will be removed from an eligibility list if a personnel security investigation casts doubt on the candidate's moral or professional qualifications. (Refer to the  Military Personnel Security Program, **COMDTINST M5520.12** (series) for processing of investigations).

#### **1.D.10.c. Declining Appointment or Removal at Own Request**

1. Candidates who elect removal from the Preboard Eligibility List will be allowed to compete in the next warrant officer appointment process cycle if eligible.
2. Upon publication of the Final Eligibility List, candidates will be given two weeks from the date time group of the ALCGPERSCOM message to request removal from the list with a two-year loss of eligibility. A candidate who declines an appointment to warrant grade, or elects removal from the Final Eligibility List after the two-week period has elapsed shall be required to wait five years from the anniversary date of that election before being eligible to recompute. At the time the candidate makes either of the above elections, Commander (CGPC-opm) and (CGPC-epm) shall be notified by expeditious means, and the following Administrative Remarks (CG-3307) entry documenting the election, shall be made in the candidate's Headquarters PDR:

DATE: "I have read and understand Article 1.D.10.c., Coast Guard Personnel Manual. I voluntarily elect to be removed from the eligibility lists for appointment to warrant grade. I understand that I will not be eligible to apply for appointment to warrant grade for (two or five whichever is



applicable) years from the anniversary date of this election. I understand that I will be eligible to reapply as a candidate for appointment to warrant grade on or about (date)."

3. **Members declining appointments off an eligibility list through an offer of orders by an assignment officer incur a 5 year penalty. The Administrative Remarks (CG-3307) entry made in the candidate's Headquarters PDR documenting this election shall be initiated by the member's commanding officer. The text of the entry shall be the same as paragraph 2 above.**

4. The exception to the five-year rule will be for candidates who decline appointment to CWO due to a documented personal hardship. Commander

will make the determination regarding whether the candidate should be exempt from the five-year rule for personal hardship. If an exemption is approved, the candidate will not be allowed to participate until after the hardship is resolved. The following Administrative Remarks (CG-3307) shall be entered into the candidates PDR.

DATE: "I have read and understand Article 1.D.10.c., Coast Guard Personnel Manual. I voluntarily elect to be removed from the eligibility lists for appointment to warrant grade. I understand that I will not be eligible to apply for appointment to warrant grade until my personal hardship has been resolved."

5. The original CG-3307 shall be forwarded immediately to Commander (CGPC-adm-3). If the five-year period has not expired or the personal hardship has not been resolved at such time as the candidate reenlists, the CG-3307 shall be retained in the PDR upon reenlistment.
6. A member declining appointment will be allowed to re-compete if their new eligibility date (i.e., 2 or 5 year anniversary) ends prior to the day the upcoming board convenes.

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## **1.D.11. Procedure for Appointment to Warrant Grade**

### **1.D.11.a. Appointments**

Appointments as chief warrant officers (W-2) will be made by the Secretary from among enlisted personnel of the Regular Coast Guard and Coast Guard Reserve who have been placed on an eligibility list as a result of approved action of a Coast Guard appointment board or upon successful completion of a Coast Guard approved Physician's Assistant Program. Letters of appointment and appointment certificates will be transmitted via the chain of command for delivery to the member.

### **1.D.11.b. Oath of Office**

1. An oath of office is required and will be recorded on an Acceptance and Oath of Office (CG-9556) which is attached as an enclosure to the appointment letter. The oath of office shall not be executed prior to the date of rank specified in the appointment letter. The CG-9556 will be executed for the appointee's grade (W-2). (Refer to exhibit 1.D.2.) After the oath of office forms are completed, they shall be forwarded to Commander, (CGPC-opm-1) along with a copy of the physical as required by [👉 Article 1.D.11e.](#)
2. The Oath of Office can be administered by any commissioned officer of the Armed Forces, a United States Commissioner, a Judge of a Court of Record, a Clerk or deputy Clerk of a Court of Record, a Notary Public, or a Justice of the Peace.

### **1.D.11.c. Pay and Allowances**

The pay and allowances of officers appointed under this article will accrue from the date of execution of the oath of office but not prior to the date of rank.

### **1.D.11.d. Withholding of Appointment**

It is the responsibility of each officer in the chain of command to withhold an appointment letter if the appointee has become disqualified after publication of the Final Eligibility List. A disqualification as used herein is deemed to be any circumstance which casts doubt on the moral or professional qualifications of the person concerned for the appointment contemplated or an unsatisfactory mark in conduct for any subsequent period. This includes pending boards, courts-martial, or investigative proceedings. An appointment shall be withheld by returning the appointment letter to Commander (CGPC-opm-1) with a concise report of the circumstances. The appointee shall be furnished a copy of the report and shall be required to acknowledge receipt. A signed copy of the acknowledgment shall be attached as an enclosure to the report.

### **1.D.11.e. Physical Examination**

A **commissioning** physical is required for appointment. It must be reviewed and approved by Commander, Maintenance and Logistics Command (k) or designated clinical administrator prior to execution of the oath of office. If the appointee is physically qualified on the date of appointment, a copy of the approved Report of Medical Examination (SF-88) shall be forwarded to Commander, (CGPC-opm-1) along with the completed oath of office form. If the appointee is not physically qualified on the date of appointment, the appointment letter along with the original SF-88 shall be returned to Commander (CGPC-opm-1). Commander (CGPC-opm-1) will remove the candidate's name from the Final Eligibility List. Candidates will be processed in accordance with the following chart:

| <b>When initially offered appointment and candidate is above the cut and is</b> | <b>Action</b>    | <b>If candidate subsequently becomes qualified and</b> | <b>Action</b>   |
|---|------------------|--|---|
| Qualified   | Appoint          | N/A  | N/A   |
| Not Qualified   | Remove from list | Current list has not expired                           | Name goes to top of list above the cut. Tendered next available appointment |
| Not Qualified   | Remove from list | Current list expired before cut was reached            | Name goes to top of list above the cut. Tendered next available appointment |
| Not Qualified   | Remove from list | Current list expired after cut was reached             | May recompete, if eligible  |

| <b>When initially offered appointment and candidate is below the cut and is</b> | <b>Action</b>    | <b>If candidate subsequently becomes qualified and</b> | <b>Action</b>  |
|---|------------------|--|--|
| Qualified   | Appoint          | N/A  | N/A  |
| Not Qualified   | Remove from list | Current list has not expired                           | Name goes to top of list below the cut. If vacancy occurs prior to expiration of current list tendered next appointment; otherwise may recompete if eligible |
| Not qualified   | Remove from list | Current list has expired                               | May recompete if eligible  |

**1.D.11.f. Weight Standards**

Compliance with established Coast Guard weight standards is required prior to execution of the oath of office. If the candidate does not meet the weight standards, the appointment letter shall be returned to Commander (CGPC-opm-1). Commander (CGPC-opm-1) will remove the candidate's name from the eligibility list. Candidates will be processed in accordance with the following chart:

| <b>When initially offered appointment and candidate is above the cut and is</b> | <b>Action</b>    | <b>If candidate subsequently becomes qualified and</b> | <b>Action</b>  |
|---|------------------|--|--|
| Meets established weight standards  | Appoint          | N/A  | N/A  |
| Does not meet established weight standards                                      | Remove from list | Current list has not expired                           | Name goes to top of list by precedence. Tendered next available appointment. If current list expires prior to the next available appointment, then member may re compete if eligible |
| Does not meet established weight standards                                      | Remove from list | Current list has expired                               | May re compete if eligible   |

**1.D.11.g. Discharge from Enlisted Status**

Members who accept appointment as a chief warrant officer (W-2) will be discharged from their enlisted status upon acceptance of the appointment. The discharge will be effective as of the day before the date the candidate executes the oath of office. Discharge shall be for the convenience of the Government. [Article 12.B.12.](#) shall be cited as authority for discharge.

**1.D.12 Appointment ceremony**

The member's commanding officer, or if absent, the executive officer shall preside over an appropriate formal ceremony to appoint the member to the grade of chief warrant officer (W-2) unless the member prefers a private ceremony. The ceremony should include these elements:


1. Honor the member's desire for a particular individual to administer the oath, if possible, consistent with the current laws on persons authorized to administer oaths.
2. The family, special guests and shipmates, as desired by the appointee should be invited to the ceremony.
3. A photographic record of the ceremony should be made and presented to the appointee. Press releases should be made to the appropriate media.

4. After the ceremony, a brief social gathering is recommended for the appointee(s) and guests.
5. If required, transportation within the confines of the military installation should be provided for guests.

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### **1.D.13 Scope of Warrant Specialties**

#### **1.D.13.a. Aviation Engineering Specialty (AVI)**

Warrant officers serving in the specialty of aviation engineering must meet the requirements of Aircraft Maintenance Officer as described in the  Air Operations Manual, COMDTINST M3710. They are operational and technical specialists in the field of aircraft maintenance. They serve as aircraft maintenance officers, assistant aviation engineering officers, and aviation project officers. They plan, schedule, and control all phases of aircraft maintenance. They provide technical advice and information concerning capabilities, limitations, and reliability of aircraft powerplants, accessories, airframes, avionics, and equipment. They direct and supervise practices and procedures for service, maintenance, overhaul, repair, inspection, alteration, modification, and adjustment of aircraft powerplants, accessories, airframes, avionics, and equipment. They formulate and supervise training programs and prepare, maintain, and submit personnel and material records, logs, reports, and accounts.

#### **1.D.13.b. Boatswain Specialty (BOSN)**

1. At sea, warrant officers serving in the specialty of boatswain are specialists in seamanship. They serve as officers in charge of small vessels, as division and repair party officers, assistant first lieutenants, and as battery officers on small ships. They plan and supervise the preservation of ships' hulls, superstructures and spaces; maintenance, repair, and operation of deck, cargo and buoy handling, anchor, and mooring gear; stowage of cargo; maintenance, repair, operation and equipping of small boats; replenishment operations at sea; stowing, security, preservation, accounting and requisitioning of stores and equipment for the first lieutenant.
2. Ashore, warrant officers serving in the specialty of boatswain are general duty specialists in operational commands and seamanship specialists on inspection duties. They serve as officers in charge of small units; as executive officers of group commands, depots and bases; as first lieutenant, boats and vehicles officer, and yard boatswain and security officer at larger units. In order to qualify for Merchant Marine Safety duties, personnel selected for initial assignment receive special additional training.
3. Both at sea and ashore, warrant officers serving in the specialty of boatswain develop and supervise training programs; prepare, maintain and submit personnel, material and operational records, reports, and accounts.

**1.D.13.c. Communications Specialty (COMM)**

Warrant officers serving in the specialty of communications are operational and technical specialists in the field of communications. They serve as commanding officers and executive officers of radio stations, as assistants to communications officers in such billets as communication security, and may serve as assistants to district communication officers; supervise and direct personnel concerned with, and provide technical information regarding, communication operations, methods, procedures, transmitters, receivers, direction finders, cryptographic methods and procedures, and handling of and accounting for classified matter; supervise radio stations; develop and conduct training programs; supervise handling and shipping of classified matter; and prepare, maintain, and submit records, reports, and accounts of personnel, material, and communication operations. When assigned as commanding officer or officer in charge, they carry out the many varied duties in connection with the general operation, maintenance, care and upkeep of buildings, grounds, and equipment which comprise the facilities of area communication stations. In many cases these stations consist of properties containing more than 100 acres, some of which include up to five dwellings and housing units for families.

**1.D.13.d. Electronics Specialty (ELC)**

Warrant officers serving in the specialty of electronics are technical specialists in the field of ship and shore, electronic equipment. Electronic equipment is defined as any equipment which transmits or receives intelligence by electrical or electromagnetic means (including landline and sonar equipment). They serve as officers in charge of electronics repair shops and as assistants to electronics officers; instructors in theory and repair of electronic equipment; and as command and staff officers concerning inspections, uses, capabilities, limitations, and reliability of electronic systems and equipment. They plan, direct, and supervise practices and procedures for maintenance and repair of electronic equipment; analyze, solve, and correct electronic operational and maintenance problems; and prepare, maintain, and submit personnel and material records, reports, and accounts.

**1.D.13.e. Finance and Supply Specialty (F&S)**

Warrant officers serving in the specialty of finance and supply organize, plan, and supervise the work of personnel engaged in procurement, stowage, and issue of supplies, including personnel engaged in commissary departments and disbursing offices. They supervise and direct personnel in the performance of duties including preparation of estimates of requirements, inventories of supplies and equipment, the audit of records, computation of pay, preparation of vouchers, and allocation of materials. They disburse public funds as assistant disbursing officers, agent cashiers, and imprest fund cashiers. They develop and supervise training programs, maintain and submit personnel and material records, reports, and accounts. Appointments to the warrant specialty of finance and supply **may be** subject to certification for finance and supply duties by **Commandant (G-CPM) or Commandant (G-CFM)**.

**1.D.13.f. Material Maintenance Specialty (MAT)**

Warrant officers serving in the specialty of materiel maintenance are operational and technical specialists in the fields of repair, maintenance, damage control and fire fighting aboard ship and at shore units. They serve as assistants to engineering and repair officers, as shop superintendents and technical advisors concerning uses, capabilities, limitations, and reliability of ship repair, fire fighting and damage control equipment, and as officer in charge of maintenance and repair detachments ashore. They organize and supervise personnel in ship repair and maintenance activities including electric arc welding, oxyacetylene welding and cutting, woodworking, metal working, boat repairs, damage control, piping and drainage, and NBC warfare defense facilities. They provide technical advice and information concerning use, characteristics, and limitations of building and construction materials; organize and supervise maintenance and repair forces on work involving repairs to buildings, towers, docks, bulkheads, street paving, pipelines including water and sewer lines. They develop and supervise training programs; supervise preparation, maintenance, and submission of personnel and material records and reports; and supervise procurement, stowage, preservation, and utilization practices for repair parts, building materials, and equipment. In order to qualify for Merchant Marine Safety duties, personnel selected for initial assignment thereto will receive special additional training.

**1.D.13.g. Medical Administration Specialty (MED)**

1. Warrant officers serving in the specialty of medical administration will administer nonprofessional aspects of medical and dental facilities ashore and afloat; manage administrative functions such as fiscal and supply, personnel, records and other related medical matters; promote and manage environmental sanitation programs; administer and serve as instructors in medical training programs; perform medical service planning and logistic duties; serve as assistants to inspectors in reviewing administrative organization and operations of medical and dental facilities.
2. In the absence of the medical officer and only because of the unavailability of such an officer, they shall carry out the functions of the medical facility insofar as they are qualified to do. They shall not be required to undertake or assume the professional duties or responsibilities of a medical or a dental officer.

**1.D.13.h. Naval Engineering Specialty (ENG)**

Warrant officers serving in the specialty of naval engineering are operational and technical specialists in the field of engineering and in machinery repair. They serve as engineering officers on smaller vessels and as assistants to engineering officers on larger vessels. They also serve as machinery repair officers and as technical advisers capabilities, limitations, and reliability of engineering equipment. They supervise handling, stowage, and expenditure of fuel oil, boiler, feed water, and potable water; direct and supervise installations, operation, testing, maintenance, and repair of

engineering equipment; develop and supervise training programs; prepare, maintain, and submit engineering department personnel and material records and reports; and supervise procurement, stowage, preservation, and accounting practices for engineering department stores and repair parts. They shall be proficient in damage control, rigging, first aid, maintenance, and operation of gyrocompasses. They also serve on engineering duty under Industrial Section at Coast Guard bases, and at Naval Engineering Support Units (NESUs). In order to qualify for Merchant Marine Safety duties, personnel selected for initial assignment thereto will receive special additional training.

**1.D.13.i. Personnel Administration Specialty (PERS)**

Warrant officers serving in the specialty of personnel administration are specialists in general and personnel administration. They serve as personnel, education, and classification officers. They provide technical advice and information concerning officer and enlisted personnel regulations and administration. They organize and supervise personnel engaged in preparing and processing correspondence and personnel records, reports, and accounts; develop and supervise training programs; and administer recreational, travel, and procurement funds and allocation of officer materials and equipment. In order to qualify for Merchant Marine Safety duties, personnel selected for initial assignment thereto will receive special additional training.

**1.D.13.j. Port Safety and Security Specialty (PSS)(RESERVE ONLY)**

**Warrant officers serving in the specialty of port safety and security are specialists in port safety, maritime security/anti-terrorism, enforcement of maritime laws and regulations and investigative methods. They serve as team leaders and supervisors at small units and detachments. At MSOs and staff positions, they serve as subject matter experts for dealing with port physical security, security inspections, marine environmental concerns, investigations, anti/counter terrorism, and maritime law enforcement. They can be designated as the Port Security Officer for "M" units. In all assignments, they develop and supervise training programs; and prepare, maintain, and submit personnel and operational records and accounts.**

**1.D.13.k. Public Information Specialty (INF)**

Warrant officers serving in the specialty of public information are specialists in all phases of public information as it applies to the Coast Guard. They serve as public information officers, assistant public information officers, and photographic officers, and provide expertise and supervision to personnel in the photojournalist rating.



### **1.D.13.l. Weapons Specialty (WEPS)**

Warrant officers serving in the specialty of weapons are operational and technical specialists in gunnery and ordnance. They act as assistant gunnery and ordnance repair officers; direct and supervise assembly, installation, operation, testing, maintenance, and repair of ordnance equipment; supervise testing, handling, stowage, preservation, requisitioning, issuing, and accounting practices and procedures for all ammunition and ammunition components; supervise stowage, preservation, security, requisitioning, and accounting practices and procedures for all ordnance equipment and repair parts; develop and supervise training programs; prepare, maintain, and submit ordnance, personnel, material, and operational records, reports, and accounts.

### **1.D.13.m. Bandmaster Specialty (BNDM)**

Refer to  [Article 1.D.14.c.](#)



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## **1.D.14. Appointment as Warrant Officer (Bandmaster)**

### **1.D.14.a. Applications**

Applications may be solicited from enlisted personnel in the Coast Guard, enlisted personnel from the other Armed Forces, or the civilian sector.

### **1.D.14.b. Minimum Eligibility Requirements**

1. Other Armed Forces and Civilian Sector. The eligibility requirements will be specified in the soliciting media.
2. Coast Guard Enlisted Personnel. Refer to  [Section 1.D.2](#) for guidance.
3. Must meet the qualifications for warrant specialty (Bandmaster) outlined in  [Article 1.D.14.c.](#) below.

### **1.D.14.c. Qualifications for Warrant Specialty (Bandmaster)**

Warrant officers serving in the specialty of Bandmaster will be in highly visible billets with significant public and media exposure. In addition, they will supervise large groups of subordinates as they prepare performances, rehearse and travel to events both nationally and internationally. They will also function in a role with their assigned unit similar to the role of an executive officer of an operational unit. Consequently, candidates must possess some knowledge of Coast Guard supply, personnel and

administrative matters as well as knowledge of military protocol at ceremonial affairs.

1. Technical Qualifications.

- a. Produce a musical program by selecting and adapting appropriate musical compositions or by arranging a musical score.
- b. Demonstrate the ability to conduct a military band during a public performance.
- c. Be knowledgeable of the close order military drill and the protocol for both military ceremonies and the rendering of honors.
- d. Demonstrate knowledge of the maintenance and repair requirements for musical instruments including brass, strings, woodwinds, percussion, etc.
- e. Prepare a military marching band for a performance with an understanding of the balance between showmanship and traditional military sharpness.

2. Administrative Qualifications.


- a. Be familiar with Coast Guard budgeting policies and practices with particular knowledge of preparing justification of budget requests for both appropriated and nonappropriated funds.
- b. Understand the Coast Guard policies for conducting official travel.
- c. Demonstrate knowledge of the rank and rate systems for military members of the Coast Guard.
- d. Demonstrate an understanding of the preparation of standard Coast Guard correspondence and the policies for maintenance of records and files.

3. Leadership Qualifications.

- a. Demonstrate past experience in leading or commanding a military unit or organization.
- b. Present evidence of having successfully represented the Coast Guard or other Armed Forces unit as a leader of the unit at parades, concerts, ceremonies, etc.
- c. Present evidence of success in training subordinates or others in improving their skill as a musician or petty officer.

**1.D.14.d. Application Procedures.**

1. Upon solicitation by the Coast Guard for applications for appointment to warrant grade (Bandmaster), eligible personnel desiring appointment should submit applications to Commander, (CGPC-opm-1).

2. The application file shall consist of the following:
  - a. Letter of application containing a comprehensive resume of personal, professional, and military history and experience, giving specific attention to musical education and experience.
  - b. Commanding Officer's Endorsement. The commanding officer's endorsement shall address the applicant's potential to perform successfully as a warrant officer. As enclosures to the endorsement, the commanding officer shall submit an Officer Evaluation Report (OER), Level I (CG-5311) will be prepared in accordance with  [Article 1.D.7.b.](#)

#### **1.D.14.e. Appointment Board**

1. Convening the Board. The convening date of the board will be announced on the solicitation ALCGPERSCOM message.
2. Composition of the Board. The membership of the board shall consist of at least five members with a captain as senior member and additional officers not below the grade of chief warrant officer (W-2). Other nonvoting board members may be designated, as appropriate, for technical advice such as the Director, U. S. Coast Guard Band, a band director from any of the other Armed Forces, or both.
3. Oath of Members. Each member of the Board shall swear that they will perform the duties imposed without prejudice or partiality.
4. Standards for Recommendation. The Board shall recommend candidates for appointment for the warrant specialty of Bandmaster when it considers the candidates best qualified for appointment and promotion under the following standards:
  - a. The warrant Bandmaster should be a versatile musician who can recruit, train, and assemble a variety of instrumental groups with particular emphasis on organizing a military marching band for ceremonial functions.
  - b. The warrant Bandmaster must be capable of supervising diverse groups of people from paid consultants to volunteers to create a quality entertainment organization. The candidates must possess strong administrative skills and be capable of formulating budgets and to operate programs within budget guidelines.
  - c. The warrant Bandmaster must have special skill for recruiting and auditioning instrumentalists, marketing performing events and be capable of constructing logistic support networks to conduct successful performances both on location and at the candidate's assigned command.
  - d. The warrant Bandmaster should be knowledgeable in the general administrative

practices of the Coast Guard. Candidates should be familiar with Coast Guard budgeting procedures, personnel administrative and evaluation processes, policies on human relations and equal opportunity and the broad guidance for managing both appropriated and non-appropriated money.

- e. The warrant Bandmaster candidates should possess good speaking and writing skills and have excellent public relations skills. They should represent the Coast Guard in every respect as quality, military role models.

5. Method of Selection.

- a. The recommendation file and personnel records of all eligible candidates will be considered by an appointment board appointed by CGPC-c to recommend candidates for appointment. The board shall not recommend candidates for appointment if their personal conduct and associations are such that reasonable grounds exist for rejection on the basis of loyalty. Also, although a candidate may have been considered as meeting the minimum requirements, the board may find trends or patterns of conduct, indebtedness, performance, or behavior which it considers disqualifying and therefor may not recommended the candidate for appointment.
- b. The Board shall be held in two phases.

**Phase one.** Select a sufficient number of finalists, based on overall review of the candidate records and recommendation files, to be interviewed in phase two.

**Phase two.** Consider all finalists for appointment to warrant grade. The Board shall:

- a) Evaluate each finalist's qualifications, personal characteristics, and other data pertinent to the application.
- b) Interview each finalist to appraise those personal attributes of the individual which must necessarily complement the finalist's technical qualifications for service as a warrant officer in the Coast Guard. In view of the unique position under consideration, emphasis should be placed on the finalist's potential for leadership and management.
- c) Evaluate each finalist's performance during a conducting audition.
- d) Select, in numbers not to exceed those authorized in the precept convening the board, those finalists who are best qualified to be appointed to warrant grade.

6. Submission of Reports of Boards.

- a. The Board shall submit its report as outlined in [☞ Article 1.D.8.f.](#) to the Commandant for approval, modification, or disapproval.
- b. After the Commandant has approved the report and the Secretary has granted appointment authority, the candidates concerned shall be promptly notified of the Board results through publication of the Final Eligibility List by ALCGPC message. Individual notification will not be made. All primary candidates found not fully qualified by the Board will receive a letter from CGPC-opm-1 stating the reason(s) for the finding.

**1.D.14.f. Procedures for Appointment**

Procedures for appointment to warrant grade are outlined in [☞ Article 1.D.11.](#)

**1.D.14.g. Procedures for Appointment Ceremony**

Procedures for the Appointment Ceremony are outlined in [☞ Article 1.D.12.](#)

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## **1.E. Appointment as U.S. Coast Guard Cadet**

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### **1.E.1. General**

#### **1.E.1.a. Statutory Authority**

By regulations appearing at 49 CFR 1.46(b), the Secretary of the Department of Transportation has delegated statutory authority to the Commandant of the U. S. Coast Guard to prescribe regulations on cadet appointments (14 USC 182). This section exercises that authority. To facilitate administering the appointment process, the following delegations of authority are made.

- a. The Superintendent, U. S. Coast Guard Academy, is authorized to tender appointments as Cadet, U. S. Coast Guard; and
- b. The Superintendent, U. S. Coast Guard Academy, is authorized to appoint a board of Coast Guard officers to be known as the Cadet Candidate Evaluation Board, whose duties are set forth in [Article 1.E.4.c.](#)

#### **1.E.1.b. Coast Guard Academy**

Cadets are appointed in the Coast Guard for education and training to prepare them to become commissioned officers in the Service. The Coast Guard Academy, located at New London, Connecticut, is maintained by the Government for the practical training and theoretical education of young men and women to enable them to enter upon the duties of a junior officer in the U. S. Coast Guard.

#### **1.E.1.c. Appointment as a Cadet**

The Academy tenders appointments solely on the basis of an annual nationwide competition. There are no congressional appointments nor quotas for any state, district, or special category. The competition for appointment as a cadet is based on the candidate's high school rank, performance on either the College Board Scholastic Aptitude Test (SAT I) or the American College Testing Assessment (ACT), and leadership potential as demonstrated by participating in high school extracurricular activities, community affairs, or part-time employment. Any man or woman, civilian or military, who meets the requirements set forth in [Article 1.E.2.](#) is eligible to apply for appointment as cadet, U. S. Coast Guard. No eligibility requirements may be waived, except as noted.

## **1.E.2. Eligibility Requirements**

### **1.E.2.a. Age**

Must have reached the age of 17 but must not have reached the age of 23 by 01 July of the year admitted as a cadet.

### **1.E.2.b. Citizenship**

Must be a United States citizen at the time of entry to the Academy. (Citizens of foreign countries authorized by law and nominated by mutual agreement between the United States and their native country are exempt from this requirement.)

### **1.E.2.c. Marital Status**

Must be unmarried and have no legal obligations resulting from any previous marriage.

### **1.E.2.d. Character**

Personal background must demonstrate positive evidence of good moral character, responsibility, trustworthiness, and emotional stability.

### **1.E.2.e. Height and Weight Requirement**

Must be between five feet and six feet six inches with weight suitable to physique. Maximum height is waivable to six feet eight inches by the Commandant.

### **1.E.2.f. Physical Aptitude**

1. Life as a Coast Guard cadet and later as an officer is physically demanding. It requires physical fitness and stamina that lead to a healthy lifestyle. To ensure that cadets meet fitness standards, they take the physical fitness examination (PFE) each semester. Cadets should prepare for this challenging aspect of Academy life.
2. The PFE is a 500 point test with a minimum passing score of 250. It consists of five elements worth 100 points each:
  - a. Pull-ups for men and women or incline pull-ups for women
  - b. Two minute curl-ups or sit-ups
  - c. Standing long jump



- d. 300 yard shuttle run
- e. 1.5 mile run

Note: Pull-ups, curl-ups, long jump, and 300 yard shuttle run must be administered in order with a maximum of five minutes rest period between events. The 1.5 mile run must be performed no sooner than one day and no longer than seven days after the first four events.

3. Cadets reporting to the Academy will take the PFE during their first week and during the academic semester. At the first administration, any cadet who receives a score of less than 200 points will be recommended for immediate disenrollment. Cadets who initially score between 200 and 249 points will be assigned to a physical fitness advisor and be issued a specific developmental exercise prescription. If they do not pass the PFE by the beginning of their second academic term, they will be recommended for disenrollment. Later, cadets who fail two consecutive PFEs; i.e., score below 250 points, will also be recommended for disenrollment.

#### **1.E.2.g. Scholastic Requirements**

Must be a high school graduate or senior assured of graduation from an accredited high school, preparatory school, or college. Except for courses completed by correspondence for which an accredited school has granted a certificate, correspondence schools do not meet this paragraph's requirements and their certificates will not be accepted. Fifteen units of study are required.

##### **1. Required Courses**

The courses listed below, comprising f six units, are mandatory:

- a. Three mathematics courses, including algebra and plane or coordinate geometry, or their equivalent
  - b. Three courses in English (I, II, and III)
2. Both high school and college credits may be submitted. Because of the great variation in academic standards and credit requirements among the schools, the Superintendent reserves the right to evaluate each academic record submitted on its individual merits. In general, college credits and high school credits from accredited institutions will be given the same weights for the same amount of work, and in no case will one semester of college work be considered equivalent to more than one unit of high school work. The Superintendent reserves the right to reject any applicant whose assigned grades create doubt as to ability to successfully pursue the Academy course.

### **1.E.2.h. Medical Requirements**

1. Candidates must pass a Service Academy Medical Examination before receiving an appointment. Medical examinations will be authorized by the Academy to candidates as their records become more complete. The Coast Guard Academy Medical Examination satisfies the requirement for all Service Academies and four-year ROTC Scholarships. Medical examinations are scheduled and coordinated by the Department of Defense Medical Examination Review Board (DODMERB). The medical requirements or appointment as a cadet are published in the Medical Manual, COMDTINST M6000.1 (series).
2. No waivers of medical requirements are granted to applicants. Should there be any questions regarding cause for disqualification, this information may be obtained by writing to DODMERB, P. O. Box 3000, U.S. Air Force Academy, CO 80840, Attn: USCG Representative. A cadet must pass a second medical examination upon reporting to the Academy.

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### **1.E.3. Application**

#### **1.E.3.a. Application for Testing**

All candidates for admission to the Coast Guard Academy must take either the College Board Scholastic Aptitude Test (SAT I) or the American College Testing Assessment (ACT) and bear all expenses.

1. To register for the SAT, obtain a current copy of the College Board Admissions Testing Program either at Box 592, Princeton, NJ 08540, or Box 1025, Berkeley, CA 94701. The SAT must be taken prior to or including the December test date of the year in which application is made for the Academy. Registration for the December SAT closes in late October of each year. The Coast Guard Academy must be named as one of the colleges to receive the test scores. The Academy's code number for College Board is 5807.
2. If an applicant desires to use the ACT, a registration packet should be obtained from the Registration Department, American College Testing Program, Box 168, Iowa City, IA 52240. The ACT must be taken prior to or including the December test date of the year in which application is made to the Academy. Registration for the last acceptable ACT test closes in late October of each year. The Coast Guard Academy must be named as one of the colleges to receive the test scores. The Academy's ACT code is 0600.
3. Applicants must register prior to the deadline established by either the college Board or American College Testing Assessment for the last acceptable test administration. The scores from tests subsequent to the December administration will not be accepted.

### **1.E.3.b. Application for Appointment**

1. Formal application must be made to the Coast Guard Academy. Obtain the initial application for appointment by writing directly to Director of Admissions, U.S. Coast Guard Academy, 15 Mohegan Avenue, New London, CT 06320-4195, or Commander, (CGPC-CGRC). The complete application must be postmarked by 15 December to receive consideration for the class entering the following summer.
2. The Academy will mail these seven supplemental forms to applicants in September; applicants must complete and return the forms to the Director of Admissions, U.S. Coast Guard Academy, by 15 January:
  - a. High school transcript
  - b. Candidate activities
  - c. English instructor evaluation
  - d. Mathematics instructor evaluation
  - e. Physical education instructor or coach evaluation
  - f. Background information
  - g. Essay questions

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### **1.E.4. Selection**

#### **1.E.4.a. Purpose, scope and form**

1. In meeting the Academy's goal of producing a graduating class which, taken as a whole, meets the program, diversity, and quality objectives of the Coast Guard, the Admissions Division follows procedural and philosophical directives in recruiting and admitting candidates to the Academy.
2. The Academy ultimately is responsible for selecting and developing commissioned officers to serve in the U.S. Coast Guard. In pursuing this mission, the Academy seeks applicants with a wide variety of desired characteristics, including the motivation and potential to complete the challenging four-year program. From the applicant pool, the Academy appoints well-rounded candidates who demonstrate the many qualities of successful cadets and officers. These appointees are also individuals who will enrich campus life with a variety of differing perspectives and backgrounds reflecting the diverse aspects of American society.
3. Once enrolled, the cadet's intellectual and professional development is supported and enhanced in an environment that stimulates a high level of integrity,

commitment, respect, discipline, and camaraderie. He or she will experience a sound undergraduate education along with professional development that enables a graduate to assume duties immediately as a junior officer afloat.

4. The Academy's broad program of intellectual, professional, physical, and character development prepares the Coast Guard's and America's future leaders. Thus, the Academy seeks to enroll students of high moral character with a well-rounded background of academic, leadership, extra-curricular, and athletic preparation.
5. The admissions process uses both objective and subjective criteria. Objective criteria include an applicant's high school rank (HSR) and standardized test scores (SAT I or ACT). The subjective component is a score determined by the Cadet Candidate Evaluation Board (CCEB). Unlike the other military academies, Congressional nominations or appointments are not required.
6. The CCEB is comprised of panels that include three Academy faculty and staff members. These panels individually evaluate a candidate's total record, paying particular attention to strength of transcript, essays, demonstrated leadership, extracurricular activities, employment, community service, special talents, awards, recommendations, etc.
7. The combination of HSR and test and CCEB scores results in the Candidate's Principal Score (CPS).
8. Candidates who are medically qualified and meet or exceed the Principal Appointment Score (PAS) receive an appointment. The PAS is a cut-off established each November by counting many variables, including historical data, societal trends, number of applications expected, size of entering class based on graduation projections, etc. If openings exist after the Principal Appointment list is exhausted, the CCEB considers candidates from the list of highly qualified alternates (those with scores within 250 points of the PAS).
9. Candidates also are selected from Coast Guard participants in the Naval Academy Preparatory School (NAPS) program, whose purpose is to enlarge and diversify the applicant pool. NAPS accepts individuals, including previous enlisted members, who demonstrate potential as future candidates for appointment, who then undergo 10 months of rigorous academic study, military training, and competitive sports. On completing the program successfully and meeting the admission requirements, the Academy offers them an appointment.
10. U.S. Coast Guard Cadet appointments are offered to candidates who meet or exceed the PAS established for that year's entering class. A candidate who fails to receive an appointment may compete in subsequent years without prejudice, provided he or she meets age and physical qualifications. The Commandant

annually re-evaluates the number of appointments tendered and adjusts it in accordance with Service needs.

11. The Candidate's Principal Score (CPS) and its Function.

- a. It is difficult to compare individuals effectively, particularly in a highly selective environment, without some measurement capability. Designed to represent a wide variety of a candidate's aspects, including standardized test scores, the CPS is carefully calculated to provide the best numerical representation of an applicant.
- b. The CPS is comprised of the CCEB score, representing 40%; the HSR, 30%; the SAT I or ACT mathematics portion, 20%; and the verbal portion, the final 10%. To establish an accurate numerical composite of scores, the CCEB evaluation converts HSR (adjusted if needed depending on class size, school competitiveness, and strength of the student's curriculum) and the ACT score to a numerical score corresponding to the SAT I scale (200 to 800 points). Only the highest SAT I or ACT score is used for candidate evaluation. The CCEB evaluation allows subjectivity to balance the objectivity of the HSR and test scores; the latter cannot accurately measure a candidate's motivation, maturity, determination and other objective qualities.
- c. To be evaluated by the CCEB, a candidate must meet minimum academic qualifications, i.e., he or she must have a combined HSR and standardized test score minimum of 3350 points. A candidate who meets or exceeds this standard is deemed a Finalist.
- d. Sample Candidate: HSR = 5<sup>th</sup> out of 100 = 675 points; SAT scores: 670 Mathematics and 600 Verbal

$$\begin{array}{rcl}
 30\% \text{ HSR} & = & 3 \times 675 = 2025 \\
 20\% \text{ Mathematics} & = & 2 \times 670 = 1340 \\
 10\% \text{ Verbal} & = & 1 \times 600 = \underline{600} \\
 \text{Total} & = & 3965
 \end{array}$$

This score qualifies the candidate as a Finalist.

CCEB scores: 700, 650, 600

$$40\% \text{ CCEB} = 4 \times (700 + 650 + 600)/3 = 2600$$

Finalist Score + CCEB Score = 6565, the candidate's Principal Score.

If the Principal Appointment Score is set at 6550, for example, the Academy would offer this candidate a full appointment.

A candidate scoring between 6300 and 6550, would place on the alternate list.

- e. It is important to note CCEB scores are relatively subjective and the admissions process, though heavily numerical, is not an exact science. Determining an individual's potential capacity to perform and become a leader is a most difficult responsibility. Therefore, highly dedicated, experienced members using carefully chosen criteria determine which candidates likely will best serve and meet the Coast Guard's needs. The admissions criteria are re-examined annually and compared with available cadet performance and retention data as well as post-graduation performance.

#### 1.E.4.b. Selection Process

The selection process consists of these three parts:

1. Academic Evaluation. The academic evaluation portion of the competition, representing 60 percent of a candidate's total score, is determined by combining high school rank converted to a standard score with either the SAT or ACT scores using the following weighting factors:

| If SAT Scores Are Higher:                  | If ACT Scores Are Higher:                  |
|--|--|
| SAT Verbal x 1                             | ACT English x 1                            |
| SAT Mathematics x 2                        | ACT Natural Science x 2                    |
| High School Class Rank Converted Score x 3 | ACT Mathematics x 3                        |
|  | High School Class Rank Converted Score x 4 |

The Academy accepts the best of either the SAT or ACT scores of any test taken before or including the December test date of the year in which applying for the Academy. Applicants with the highest scores in the academic evaluation are considered "finalists" in the competition and notified of their status in February. Each finalist's complete file is submitted to the Cadet Candidate Evaluation Board.

2. Cadet Candidate Evaluation Board.
  - a. The Academy Superintendent designates a board of Coast Guard officers who assign an evaluation mark to each candidate satisfying the minimum score requirements in the competitive examination. The evaluation includes all the factors known to influence success as a cadet and officer. The marks are based on the candidates' relative merit as shown by tests, questionnaires, and documents in [Article 1.E.3](#). The board's decision is based on this factual, objective information:

- i. The candidates' attitude toward assigned tasks and willingness to work as shown by the consistency and pattern of previous school work
    - ii. The candidates' previous extracurricular and athletic interests and experience with particular attention to evidence of leadership and teamwork
    - iii. The candidates' personal qualities as shown by their reference questionnaire, evaluations, and comments by their high school counselor, principal, teachers, and similar officials
    - iv. The candidates' score on one or more tests of emotional stability, social adjustment, vocational interest, study habits, background, and personality characteristics as may be administered for the purpose
  - b. The board has the duty to obtain the best possible cadets and officers for the Coast Guard. It is therefore in a candidate's interest to cooperate fully in supplying the board with all relevant information on the factors listed in this paragraph. The board's judgment is final and subject to review only by the Commandant's order. To establish a list of eligible candidates and eliminate those markedly deficient in one or more phases of the examination, the board will not consider candidates who fail to meet the minimum test requirements. Candidates whose standard scores on required tests and measures fall below the prescribed individual and/or combined test level are eliminated from further consideration.
  - c. Each candidate's final mark is computed by averaging the standard weighted scores provided through the test marks and the Cadet Candidate Evaluation Board rating.
  - d. NO WAIVERS OF EDUCATIONAL OR PHYSICAL REQUIREMENTS ARE GRANTED TO APPLICANTS.
3. Medical Examination. A Service Academy Medical Examination is required before receiving an appointment. (👉 [Article 1.E.2.h.](#))

#### **1.E.4.c Required deposit**

On appointment, each candidate will be required to pay an entrance fee to offset the cost of initial clothing, books and school supplies, computers, and equipment. Currently, this fee is \$3000. Payment of some, or all, this amount may be deferred in cases of extreme need.

**1.E.4.d. Subsequent Appointments**

All former cadets who request readmission, except those who voluntarily resigned due to hardship, must compete for admission in the same manner as those candidates who have not attended the Academy.

**1.E.4.e. Hardship Readmission**

Former cadets who resigned due to unavoidable hardship which subsequently is resolved may be granted readmission. The Superintendent, Coast Guard Academy shall prescribe readmission requirements and procedures.

**1.E.4.f. Service Obligation**

1. When appointed, a cadet agrees to serve five years as a commissioned officer in the U.S. Coast Guard on graduation from the Academy. All cadets are required to sign an agreement with the consent of their parent or guardian, if a minor, stating they will fulfill this obligation.
2. Cadets who have completed their course of instruction and are qualified to accept a commission but do not do so will be transferred to the Coast Guard Reserve and ordered to active duty for four years. The four-year obligation commences on dismissal.

**1.E.4.g. Voluntary Resignation of Appointment**

The Superintendent, Coast Guard Academy may accept the voluntary resignation of a cadet's appointment.

**1.E.4.h. Involuntary Termination of Cadet Appointment and Appeal Authority**

The Superintendent, Coast Guard Academy has the authority to terminate a cadet's appointment on the recommendation of an Executive Board, the Dean of Academics or the Commandant of Cadets. The decision by the Superintendent, Coast Guard Academy to dismiss a cadet may be appealed to **Commandant (G-W)**. The Superintendent, Coast Guard Academy shall prescribe the appeal procedures.

**1.E.4.i. Terminating a Cadet Appointment**

When a cadet's appointment is terminated either voluntarily or involuntarily, one of these actions normally will be completed depending on the cadet's status before accepting an appointment and the length of time he or she held the appointment.



1. Third and Fourth Class Cadets.

- a. A cadet who accepted a cadet appointment without any prior obligation to the Armed Forces of the United States who either resigns or is dismissed will be discharged from active service with no military obligation.
- b. Cadets who entered the Academy as a member of the Coast Guard or Coast Guard Reserve revert to their prior status and complete the remainder of their duty obligation. All time served in a cadet status is counted as service under any preexisting enlistment or service obligation.
- c. Cadets who entered the Academy from another Armed Force revert to their prior status and transfer to their former branch of Service to complete the remainder of their duty obligation. All time served in a cadet status is counted as service under any preexisting enlistment or service obligation.

2. First and Second Class Cadets.

- a. Cadets who entered the Academy with an obligation to serve in any branch of the Armed Forces of the United States revert to their previous status and transfer to their former branch of Service to complete the remainder of their duty obligation. All time served in a cadet status is counted as service under any preexisting enlistment or service obligation.
- b. First and second class cadets who accepted an appointment without any prior obligation to the U.S. Armed Forces who resign, are disenrolled, or summarily dismissed transfer to the "Individual Ready Reserve (RJ)" in the quartermaster second class or third class rating respectively (seaman if disenrolled due to suitability for service reasons), for a time equal to their time as a cadet. In special cases, if the Superintendent determines a cadet is not suited to any type of military service, he or she may recommend the Commandant give the cadet no Reserve commitment or obligation.

**1.E.4.j. Requests for Active Duty**

Any cadet whose appointment terminates before he or she completes the course of instruction who was tendered a cadet appointment without any preexisting obligation to the Armed Forces of the United States may request from Commandant (G-WP) an extended active duty agreement for up to four years as a Coast Guard Reservist. The Superintendent, Coast Guard Academy determines the final appropriate rating but normally the appropriate ratings for the individual making such a request are:

| <b>Cadet Class</b> | <b>Appropriate Rating</b> |
|--------------------|---------------------------|
| Cadet First Class  | QM2                       |
| Cadet Second Class | QM3                       |
| Cadet Third Class  | SNQM                      |
| Cadet Fourth Class | SA                        |

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### **1.E.5. Responsibilities**

The competition for appointment as Cadet, U. S. Coast Guard, is widely publicized for the purpose of attracting a large well qualified applicant pool.

#### **1.E.5.a. Commandant's Responsibilities**

The Commandant establishes Academy admissions policies and procedures.

#### **1.E.5.b. District Commander's Responsibilities**

District commanders coordinate cadet recruiting and awareness activities in their districts with the Academy Superintendent. They develop district programs and support Academy programs to recruit a large, well qualified, career-motivated applicant pool. Further, district commanders assist the Academy in appointees' sponsor and follow-up programs and by 15 June annually submit to the Superintendent a Report of Cadet Recruiting and Awareness Programs, a report in letter form containing this information:

1. List of high schools and preparatory schools visited for Academy recruiting or awareness purposes. Suggested items are listed below:
  - a. High School Name
  - b. City and State
  - c. Contact Personnel
  - d. Total Attendees
  - e. Date Visited
  - f. Return Visit Recommended
  - g. Remarks (significant minority population, name of outstanding candidate for Academy follow up, etc.)
2. List of Academy recruiting and awareness programs conducted (such as presentations to civic or youth groups, television or radio appearances, special programs and visits to Coast Guard units, etc.).

3. Recommendations for improving Academy and district recruiting efforts.
4. Specific efforts in minority awareness.

**1.E.5.c. Academy Superintendent's Responsibilities**

1. Develop and initiate Academy recruiting programs in cooperation with the district commander.
2. Prepare and distribute necessary Bulletins of Information, posters, television and radio spots, and other media releases to support the Admissions Program.
3. Encourage and support the district commanders and field units in furthering cadet recruiting efforts and Academy awareness programs.
4. Process, evaluate, select, and appoint candidates as Cadet, U. S. Coast Guard.

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## **1.F. Appointments to U. S. Service Academies and Eligibility of Armed Forces Members' Sons and Daughters**

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### **1.F.1. General**

1. The opportunity to compete in examinations for cadet appointments at the U.S. Military Academy, U.S. Naval Academy, and U.S. Air Force Academy is available to sons and/or daughters of certain members of the Armed Forces.
2. The President makes appointments to the Military, Naval, and Air Force Academies to sons and/or daughters and adopted sons and/or daughters of officers and enlisted personnel of Armed Services Regular components because that such personnel, owing to the nature of their duties, are unable to establish permanent residence and thus be in a position to secure nominations for their sons and/or daughters from their Senators and Representatives. Adopted sons and/or daughters are eligible if they were adopted before their fifteenth birthday.
3. In addition, appointments are provided at each of the three Academies for sons and/or daughters of members of U.S. Armed Forces and all their components who were killed in action, have died, or may hereafter die of wounds or injuries received, disease contracted, or preexisting injury or disease aggravated in active service:
  - a. during World War I or World War II (as each is defined by laws providing Service-connected compensation or pension benefits for veterans of World War I and II and their dependents), or
  - b. on or after 27 June 1950 and before 1 February 1955. Qualified sons and daughters of Medal of Honor winners are offered appointments on a noncompetitive basis.

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### **1.F.2. Requirements**

Some of the general requirements for applicants are:

1. Age. To be eligible for appointments a candidate must have attained the age of 17 years and must not have reached the age of 22 on 01 July of the year of proposed admission.
2. Citizenship. A candidate must be a citizen of the United States.
3. Marital Status. A candidate must not be married nor ever have been married.

4. Height. Candidates for service academies must meet these height requirements.

| School                 | Minimum Height | Maximum Height |
|------------------------|----------------|----------------|
| U.S. Military Academy  | 5' 6"          | 6' 6"          |
| U.S. Naval Academy     | 5' 4"          | 6' 6"          |
| U.S. Air Force Academy | 5' 4"          | 6' 6"          |

### 1.F.3. Procedure

Applications for admission in any given year should be mailed before 15 February so that arrangements can be made to take the competitive examination in March.

Applicants should supply the name, rank or rating, service number, and branch of the Service of parent and the full name, home address, present address, and date of birth of the applicant. Deceased veterans' sons and daughters also should submit a brief statement about the time, place, and cause of death; and the claim number assigned to the veteran parent's case by the Veterans Administration. An adopted son and/or daughter should submit evidence indicating date of adoption. Address appointment applications as follows:

| School                 | Address   |
|------------------------|---|
| U.S. Military Academy  | Chief of Naval Personnel<br>Navy Department<br>Washington, DC 20370                                       |
| U.S. Naval Academy     | Adjutant General<br>Department of the Army<br>Washington, DC 20310<br>Attention: Military Academy Section |
| U.S. Air Force Academy | Director of Admissions<br>United States Air Force Academy<br>Colorado Springs, Colorado                   |



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## **1.G. Regular and Reserve Enlisted Personnel**

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### **1.G.1. Definition of Reenlistment**

#### **1.G.1.a. Active Duty**

The enlistment of any person who has previously served in the Regular Coast Guard shall be considered a reenlistment. The enlistment of Coast Guard Reserve personnel who are serving on extended active duty and who have served on extended active duty of 12 months or more shall be considered a reenlistment.

#### **1.G.1.b. Reserve**

The enlistment of any person into the Coast Guard Reserve who has not previously served in the Coast Guard Reserves shall be considered an original enlistment, even though he or she may have previous service in the Regular Coast Guard. This includes those members who are discharged from the Regular Coast Guard and enlist within 24 hours in the Coast Guard Reserve. The enlistment of any person who has previously served in the Coast Guard Reserve shall be considered a reenlistment.


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### **1.G.2. Periods of Enlistment and Reenlistment**

#### **1.G.2.a. Regular Reenlistment**

1. Personnel who have less than 10 years of active service will be allowed to reenlist for periods of three, four, five, or six years.
2. **Active Duty** personnel who have 10 or more years of active service shall be reenlisted for an indefinite period of time. Indefinite reenlistments **expire on the last day of the month in which a member completes 30 years active service.**
3. Members serving on reenlistments or extensions that take them beyond their 10<sup>th</sup> year anniversary date are required to complete that period of service prior to entering into an indefinite reenlistment.

#### **1.G.2.b. Discharge from Regular Coast Guard**

The immediate enlistment in the Coast Guard Reserve of a person who is being discharged from the Regular Coast Guard shall be for two, three, four, five, six, or eight years at the option of the individual concerned. If enlisted more than 24 hours after discharge, the provisions of the  **Coast Guard** Recruiting Manual, COMDTINST M1100.2 (series), apply.

#### **1.G.2.c. Reserve Reenlistment**


The reenlistment of a Coast Guard reservist within 24 hours following the day of discharge, at the unit or district to which last assigned, shall be for periods of two, three, four, five, six, or eight years at the option of the individual concerned.

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**1.G.3. Rate Authorization on Enlistment and Reenlistment****1.G.3.a. Regular Reenlistment on Day Following Discharge**

Members reenlisting on the day following their discharge shall be reenlisted in the rate held on the date of discharge.


**1.G.3.b. Regular Reenlistment Not on Day after Discharge**

Reenlistments in the Coast Guard later than 24 hours after discharge must be processed at a Coast Guard recruiting office. Members reenlisting within 90 days of their discharge date shall be reenlisted in the rate held on the date of discharge. Members reenlisting 91 or more days after their discharge date shall be reenlisted in accordance with the  Coast Guard Recruiting Manual, COMDTINST M1100.2 (series), or, if applicable, other governing directives (i.e., Temporary Separation Policy, Open Rate List).

**1.G.3.c. Enlistment in the Reserve**

Enlistment in the Coast Guard Reserve within 24 hours after discharge from the Regular Coast Guard, at the same unit, will be in the same rate previously held in the Regular Coast Guard, providing the member meets the eligibility requirements of  Article 1.G.7. Enlistments in the Coast Guard Reserve later than 24 hours after discharge must be processed at a Coast Guard recruiting office in accordance with current directives. The policy governing the rate authorized for reenlistment is contained in the  Coast Guard Recruiting Manual, COMDTINST M1100.2 (series).

**1.G.3.d. Reenlistment in Reserve**


Coast Guard reservists reenlisting within 24 hours at the same unit or district from which discharged reenlist in the rate held on the date of discharge. Coast Guard reservists reenlisting after 24 hours following discharge must be processed at a Coast Guard recruiting office in accordance with current directives. The policy governing the rate authorized for reenlistment is contained in the  Coast Guard Recruiting Manual, COMDTINST M1100.2 (series).

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**1.G.4. Physical Examination for Enlistment and Reenlistment****1.G.4.a. Regular Reenlistment within 24 Hours**

For a regular reenlistment within 24 hours after discharge, a physical examination is not required prior to reenlistment.


**1.G.4.b. Regular Reenlistment after 24 Hours**

For regular reenlistments not occurring within 24 hours after discharge, a physical examination is required in accordance with the  Coast Guard Recruiting Manual, COMDTINST M1100.2 (series), and personnel must be processed through a Coast Guard recruiting office.

#### **1.G.4.c. Enlistment in the Reserve within 24 Hours After Discharge**

A person enlisting in the Coast Guard Reserve within 24 hours after discharge from the Regular Coast Guard is not required to take a physical examination provided the person was found to be physically qualified by a complete physical examination no more than one year prior to discharge, and provided the applicant's medical history during the **last 12 months** has been satisfactory. **For a Reserve reenlistment within 24 hours after discharge, a physical examination is not required prior to reenlisting.**



#### **1.G.4.d. Enlistment in the Reserve Beyond 24 Hours Following Discharge**

A person who does NOT enlist in the Coast Guard Reserve within 24 hours after discharge from the Regular Coast Guard or a Coast Guard reservist who does NOT reenlist within 24 hours at the same unit from which discharged, must **take a** physical exam in accordance with the  Coast Guard Recruiting Manual, COMDTINST M1100.2 (series), and be processed through a Coast Guard recruiting office.

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### **1.G.5. Eligibility for Regular Reenlistment**

To be eligible for regular reenlistment, a person must meet these requirements:

1. Meet the minimum applicable average shown for the period after 30 June 1983.
  - a. A member evaluated using only one form (non-rate, petty officer, or chief petty officer) during the enlistment must have a minimum dimension average equal to or above three for the given factor.
  - b. A member evaluated using more than one form during enlistment. Personnel who were evaluated on more than one form during his or her enlistment (nonrated, petty officer, or chief petty officer) must have a minimum characteristic average of three in each factor over the period of the enlistment. Refer to  Article 12.B.48.b. for direction in determining the final characteristic average. If a member meets the prescribed final minimum average for reenlistment in only one of the two marking systems, the commanding officer notifies Commander (CGPC-epm) by letter of the situation at the earliest possible date. The letter must include, at a minimum, the final averages of the individual's marks under both marking systems and a definite recommendation whether or not the member should be allowed to reenlist.
2. Be physically qualified in accordance with  Article 1.G.4.
3. Each member must receive from the officer effecting discharge a specific recommendation of whether or not he or she should be allowed to reenlist. In making such recommendation, the officer effecting discharge should consider the member's overall performance, potential for continued service, and conduct during the current enlistment. If a member has received an unsatisfactory conduct mark, court-martial conviction(s), or NJP punishment(s), the officer effecting discharge should also consider how the severity and nature of the offense(s) impact the member's overall record of service during the current enlistment.
4. Not be in receipt of retirement orders.

5. If an alien at the time of original enlistment, must be a naturalized citizen. This does not apply to a member who enlisted from the Republic of the Philippines. (☞ Article 12.B.47.)
6. Coast Guard Reserve personnel serving on extended active duty are required to submit a letter request for reenlistment to Commander (CGPC-epm) via chain of command. Commander (CGPC-epm) approval is required prior to reenlistment.
7. For non-rated personnel, see ☞ Article 12.B.4.
8. First term personnel are not eligible for reenlistment without authority from the Centralized First Term Reenlistment Review (CFTRR).
9. Members who are approaching their High Year Tenure (HYT) Professional Growth Points (PGP) **will normally be separated upon reaching their PGP** (☞ Article 12.G.3.) **unless the HYT program has been suspended due to Service needs.**

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### 1.G.6. Indefinite Reenlistments

1. To be eligible for an indefinite reenlistment, a person must meet all of the requirements set forth in ☞ Article 1.G.2.
2. Active duty enlisted personnel with at least 10 years of active service shall be re-enlisted for an indefinite period upon reenlistment. Those members serving on reenlistments or extensions that take them beyond their 10<sup>th</sup> year anniversary date are required to complete that period of service prior to entering into an indefinite reenlistment. Members with less than 10 years of active service on the date of reenlistment are subject to the provisions of ☞ Article 1.G.2.
  - a. A member entering an indefinite reenlistment is authorized to serve up **to the last day of the month that he or she completes 30 years of active service. E-9s who are assigned to “Gold Badge” CMC billets may reenlist beyond 30 years of active service as provided in** ☞ Article 12.G.3.
  - b. Members serving on an indefinite reenlistment may request voluntary separation in accordance with ☞ Article 12.B.7.d., provided they have met all service obligations incurred for advancement, permanent change of station orders, and advanced or specialized training. Members requesting separation must do so by letter, via the chain of command, to Commander (CGPC-epm) no less than 6 months prior to the requested separation date.
  - c. A member serving on an indefinite reenlistment, **who is retirement eligible**, may request voluntary retirement in accordance ☞ Article 12.C.11., regardless of the HYT PGP for their current paygrade.

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**1.G.7. Eligibility Requirements for Reserve Enlistment or Reenlistment**

To be eligible for enlistment or reenlistment in the Coast Guard Reserve, a person must meet the following requirements

1. Meet the minimum applicable average shown for the period after 30 June 1983.
  - a. Member evaluated using only one form (nonrated, petty officer, or chief petty officer) during the enlistment must have a minimum dimension average equal to or above three for the given factor.
  - b. Member evaluated using more than one form during enlistment. Personnel who were evaluated on more than one form during his or her enlistment (nonrated, petty officer, or chief petty officer) must have a minimum characteristic average of three in each factor over the period of the enlistment. Refer to [Article 12.B.48.b.](#) for direction in determining the final characteristic average. If a member meets the prescribed final minimum average for reenlistment in only one of the two marking systems, the commanding officer notifies Commander (CGPC-rpm) by letter of the situation at the earliest possible date. The letter must include, at a minimum, the final averages of the individual's marks under both marking systems and a definite recommendation whether or not the member should be allowed to reenlist.
2. Be physically qualified in accordance with [Article 1.G.4.](#)
3. Each member must receive from the officer effecting discharge a specific recommendation of whether or not he or she should be allowed to reenlist. In making such recommendation, the officer effecting discharge should consider the member's overall performance, potential for continued service, and conduct during the current enlistment. If a member has received an unsatisfactory conduct mark, court-martial conviction(s), or NJP punishment(s), the officer effecting discharge should also consider how the severity and nature of the offense(s) impact the member's overall record of service during the current enlistment.
4. Not be in receipt of retirement orders.
5. If an alien at the time of original enlistment, must be a naturalized citizen. This does not apply to a member who enlisted from the Republic of the Philippines. ([Article 12.B.47.](#))
6. Coast Guard Reserve personnel serving on extended active duty are required to submit a letter request for reenlistment to Commander (CGPC-epm) via chain of command. Commander (CGPC-epm) approval is required prior to reenlistment.
7. A person desiring to enlist or reenlist in the Coast Guard Reserve must not have over 13 years' total military service and not more than 10 years of active duty, unless enlisted or reenlisted within 24 hours at the same unit from which discharged. Such a person NOT enlisting or reenlisting within 24 hours may be considered for a waiver in accordance with the [Recruiting Manual](#), COMDTINST M1100.2 (series), and must be processed through a Coast Guard recruiting office.

8. A member being discharged from active duty who is eligible for reenlistment and has fulfilled his or her obligated military service under 10 USC 651, shall complete a CG-5525, Coast Guard Reserve Assignment and Orders, in the fourth month prior to separation. The CG-5525 must be forwarded via the chain of command at least 90 days prior to date of discharge to the district commander (a) of the district in which the member will reside after separation. If the member is immediately enlisting into the Coast Guard Reserve, the member's Integrated Support Command (ISC) will complete the assignment orders section of the CG-5525. The member will be assigned to a Selected Reserve Unit, if requested and if a billet is available. Otherwise, the member will be assigned to the Individual Ready Reserve (non-drilling, non-pay). The assignment orders (CG-5525) must be received by the member's PERSRU in sufficient time prior to the date of discharge to complete the appropriate enlistment or discharge documents.

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## **1.G.8. Continuous Service**

### **1.G.8.a. Regular Reenlistments**

For regular reenlistments, a member must reenlist within three months from discharge date to remain in a continuous service status and to receive the benefits listed below:

1. Selective Reenlistment Bonus. To receive a selective reenlistment bonus (SRB), a member must reenlist within three months from date of discharge and meet the eligibility requirements contained in Reenlistment Bonus Programs Administration, COMDTINST 7220.33 (series).
2. Time in Pay Grade in Present Rating (TIR) for Advancement. To receive credit for time previously served in the present grade, a member must reenlist within three months from date of discharge and meet the requirements contained in [Article 5.C.14](#).

### **1.G.8.b. Other Benefits**

Other benefits that Congress may enact from time-to-time will be announced if implemented by the Coast Guard.

### **1.G.8.c. Reservists' Continuous Service Status**

A Reservist must enlist or reenlist on the day following the effective date of his or her discharge to remain in a continuous service status.

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## **1.G.9. Enlisted Personnel Serving as Officers**

An enlisted person holding a temporary appointment as a commissioned officer shall not be discharged at the expiration of enlistment, which is postponed for the period he or she continues to hold the temporary appointment.

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## **1.G.10. Authority to Effect Reenlistment**

### **1.G.10.a. Personnel Authorized to Administer Oaths**

These personnel are authorized to administer oaths for regular reenlistments subject to the provisions of  Coast Guard Regulations, COMDTINST M5000.3 (series):


1. Any commissioned officer of any component (including Reserve) of any of the Armed Forces of the United States, or
2. Any warrant officer or chief warrant officer, or
3. Any chief petty officer or first class petty officer who is an officer in charge of a recruiting office and is authorized by the Recruiting Command, or
4. The Master Chief Petty Officer of the Coast Guard or any Commandant-designated or MCPOCG-designated Command Master Chief (CMC), or
5. Permanently assigned officer in charge of a unit.

### **1.G.10.b. Within 24 Hours**


A person reenlisting within 24 hours after discharge may be reenlisted at the unit to which last regularly assigned. All other reenlistments shall be effected at a regular recruiting office.

### **1.G.10.c. Effect Enlistment or Reenlistment in the Reserve**

The authority to effect enlistment or reenlistment in the Coast Guard Reserve is as follows:

1. Providing a member is in all respects eligible in accordance with this chapter and has no obligation under 10 USC 651, the commanding officers of cutters and shore units are authorized to:
  - a. Voluntarily enlist members into the Coast Guard Reserve immediately following discharge (within 24 hours) from the Regular Coast Guard.
  - b. Reenlist Coast Guard reservists assigned to their command for full-time active duty.
2. A recruiting officer as defined by the  **Coast Guard** Recruiting Manual, COMDTINST M1100.2 (series) may also effect the enlistment or reenlistment. A recruiting officer must effect the enlistment of any member who does not immediately enlist following discharge (within 24 hours).

### **1.G.10.d. Reservist on Inactive Duty**


A Coast Guard reservist on inactive duty desiring to reenlist within 24 hours of the effective date of discharge from his or her Reserve unit shall have the enlistment oath administered at that unit, as provided for in the  **Coast Guard** Recruiting Manual, COMDTINST M1100.2 (series). The necessary forms required shall be prepared and forwarded by the servicing PERSRU to the reservist in ample time to allow them to be executed within 24 hours after the expiration of enlistment.



**1.G.10.e. Reenlistment Prior to Expiration of Enlistment**

If a person has no obligation remaining under 10 USC 651 it may be more expedient to effect a reenlistment prior to the expiration of the member's enlistment. Authority is granted to discharge and reenlist a reservist not earlier than 90 days before the expiration of his or her enlistment, and not later than the day following the date of expiration of enlistment. Personnel so reenlisted will be classified "RQ."

**1.G.10.f. Reenlisting Within Specified Time Frame**

Any reservist desiring to reenlist who does not do so within the time frame  [Article 1.G.10.c.](#) authorizes must be discharged on the normal date of expiration of enlistment or extension and thereafter apply for reenlistment at a Coast Guard recruiting office.

**1.G.10.g. Reserve Enlisted Personnel on Completing 20 Years' Satisfactory Service**

1. Commanding Officer, Human Resources Service and Information Center, will set the expiration of enlistment date for enlisted reservists completing 20 years satisfactory service and who have requested "retired without pay, awaiting age 60 (RET-2)."
2. The End of Enlistment date for Reservists completing 20 years of satisfactory service remaining in the Selected Reserve is the end date of their current enlistment contract. The End of Enlistment date shall be changed on re-enlisting or requesting transfer to RET-2 status.
3. Any Reservist who, upon completion of 20 years satisfactory service, fails to reenlist or request RET-2 status upon the expiration of enlistment, shall be automatically transferred to RET-2 status after notification procedures IAW current policy have been completed.

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**1.G.11. Authority to Refuse Reenlistment**

For both regular and reserve personnel, the enlisting officer may refuse to reenlist a person when he/she has become cognizant of any valid objection to the person's reenlistment by reason of circumstances not known at the time of discharge, or which have arisen since discharge. In each such case a full report thereof will be made to the Commander, (CGPC-epm-1) or Commander, (CGPC-rpm-1) for final decision.

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**1.G.12. Forms to Send to Commander, Coast Guard Personnel Command****1.G.12.a. Reenlistment within 24 Hours**

The following forms will be forwarded to Commander, (CGPC-adm-3) as soon as regular reenlistment within 24 hours after discharge at same unit from which discharge has been effected:

1. Enlistment/Reenlistment Document, DD Form 4
2. BAQ Dependency/Record of Emergency Data/SGLI Election, CG-4170A

### **1.G.12.b. Enlistment in the Coast Guard Reserve**

When an individual enlists in the Coast Guard Reserve within 24 hours after his or her discharge from the Regular Coast Guard, at the same unit from which discharged:

1. Enlistment/Reenlist Document, DD-4/1
2. BAQ Dependency/Emergency Data/SGLI Election, CG-4170A.


### **1.G.12.c. Reservist's Reenlistment within 24 Hours after Discharge**

Upon reenlistment within 24 hours after discharge of a reservist at the same district or unit from which discharged:

1. Enlistment/Reenlist Document, DD-4/1
2. Dependency/Emergency Data/SGLI Election, CG-4170A.

The completion and disposition of these forms is explained in detail in the  SDA User/Query Manual, **HRSICINST M5230.1**.


### **1.G.12.d. Enlistments and Reenlistments after 24 Hours**

All enlistments or reenlistments more than 24 hours after discharge, or within 24 hours at a unit other than the one from which discharged shall be effected at a **Coast Guard** recruiting office (See article 1-G-8, the  Coast Guard Recruiting Manual, COMDTINST M1100.2 (series), and the SDA User/Query Manual, **HRSICINST M5230.1**).


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## **1.G.13. Service and Health Personnel Data Records (PDRs)**

### **1.G.13.a. Personnel Data Records**

If accomplished within 24 hours after discharge at the unit from which discharged, reenlistment is a continuation of the member's status. The working Personnel Data Record also is continued and will be maintained as prescribed in the  Military Personnel Data Records (PDR) System, COMDTINST M1080.10 (**series**).

### **1.G.13.b. Medical Personnel Data Records (MED PDR) (Health Record)**

Health records will be opened and maintained in accordance with the  Medical Manual, COMDTINST M6000.1 (series) and the Military Personnel Data Records (PDR) System, COMDTINST M1080.10 (series).

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## **1.G.14. Reenlistment Ceremony**

Reenlistment is a major event in the career of an enlisted member, and shall be accorded appropriate meaningful ceremony to render full recognition of the high quality performance attested to by recommendation for reenlistment. The commanding officer or, in his or her absence, the executive officer should preside. The following procedures are considered appropriate:

1. The family, special guests, and shipmates, as desired by the person being honored, should be invited to the ceremony.
  2. A particular officer to administer the oath may be requested by the member.
  3. A photographic record of the ceremony should be made and presented to the member. Press releases should be made to the appropriate media.
  4. After the ceremony, a brief social gathering with simple refreshments for the member(s) being honored and guests is recommended.
  5. Transportation within the confines of the military installation should be provided for guests if required.
  6. Personalize the occasion with other recognition, as appropriate.
  7. Grant special liberty and/or reenlistment leave as soon as possible following the reenlistment.
  8. The member's desires regarding the ceremony should be considered.
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## **1.G.15. Periods of Extensions of Enlistment**

### **1.G.15.a. Extension of Term of Enlistment**

By voluntary written agreement subject to the commanding officer's approval, career personnel may extend or reextend their term of enlistment as follows provided the extension does not extend beyond his or her High Year Tenure (HYT) Professional Growth Point (PGP) **unless the HYT Program has been suspended due to Service needs.** ☞ Article 12.G.3. Before allowing a member to enter into an agreement to extend a term of enlistment as provided herein, the member shall be fully advised of the effects that such an extension could have on computing or paying a Selective Reenlistment Bonus; ☞ **Chapter 3.C.**

1. For any number of full years not less than two nor greater than six years, when requested by the member.
2. For any number of full years and/or full months up to six years to ensure sufficient obligated service for these purposes:
  - a. Attend a resident school.
  - b. INCONUS and OUTCONUS assignments; ☞ Article 4.B.6.
  - c. Advance to E-7, E-8, or E-9; ☞ Articles 5.C.25.e. and 12.B.12.b.2.

- d. Meet an approved retirement date; [☞ Article 12.C.11.a.2.b.\(4\)](#).
3. For any number of full months less than 1 year in order to complete a cruise on a vessel scheduled to be absent on the member's normal date of expiration of enlistment. [☞ Article 12.B.11.d](#).
4. For one year or other such period as Commander (CGPC-epm) may authorize in specific cases.

#### **1.G.15.b. Non-U.S. Citizens**

If a **non-U.S. citizen (alien)** at the time of original enlistment, a member must be a naturalized citizen to extend enlistment. Only the Commander, (CGPC) may authorize **non-U.S. citizens** to extend their enlistment. This does not apply to a member who enlisted from the Republic of the Philippines.

#### **1.G.15.c. Total of Extensions**

The total of all extensions of an enlistment may not exceed six years.

#### **1.G.15.d. Eligibility to Extend**

To be eligible to extend enlistment for any amount of time, personnel must meet the same minimum characteristic average required for reenlistment described in [☞ Articles 1.G.5.](#) through [1.G.7.](#) Article [12.B.48.](#) contains instructions on determining average marks.

1. If a member meets the prescribed final minimum average for extending or reenlisting in only one of the two marking systems, the commanding officer notifies Commander, (CGPC-epm) or (CGPC-rpm) by letter of the situation at the earliest possible date. The letter must include at least the final averages for the member's marks under both marking systems and a definite recommendation whether he or she should be allowed to extend.
2. If a member does not meet the criteria in either marking system but the commanding officer feels a short extension is warranted, he or she may request such extension from Commander, (CGPC-epm) or (CGPC-rpm). Approval of such extensions will be on a case-by-case basis.

#### **1.G.15.e. First Term Personnel**

The term of enlistment for first term personnel may only be extended for the minimum period required to attend a resident or other schools, to participate in the Coast Guard Tuition Assistance Program, or for duty INCONUS or OUTCONUS. Commanding Officers are authorized to extend these members in order to meet only the minimum service required without referring to CFTRR or CGPC.

#### **1.G.15.f. Reserves' Enlistment Term**

A Coast Guard Reserve enlisted person serving on extended active duty may, by his or her voluntary written agreement be approved by his or her commanding officer, extend or reextend his or her enlistment term in accordance with [☞ Article 1.G.15.](#)


**1.G.15.g. War or National Emergency**

When a war or national emergency declared by Congress begins, the Commandant involuntarily extends all Reserve enlistments in effect which otherwise would expire until six months after the war or national emergency ends, whichever is later.

**1.G.15.h. Officer Candidate**

The enlistment of a person designated as an officer candidate shall be involuntarily extended by such period as he or she may remain in such status beyond the normal expiration thereof.

**1.G.15.i. Reservist Not on Extended Active Duty**

The enlistment term of a Coast Guard Reserve enlisted member not serving on extended active duty may, with their voluntary written agreement approved by the district commander (a), be extended for a period of 60 days, six months, one, two, three, or four years, or longer if necessary to ensure a six-year Selected Reserve affiliation required by the Selected Reserve Educational Assistance Program (Montgomery G.I. Bill). Effect only one extension of 60 days or six months during any one enlistment. The total of all extensions to any single enlistment may not exceed four years, except for the sole purpose of meeting the affiliation requirement for the Montgomery G.I. Bill. Execute extensions before the enlistment expires. However, if during such an extension the reservist desires to reenlist, the district commander (a) may authorize discharge and immediate reenlistment for any term of years listed in  [Article 1.G.2.](#)

**1.G.15.j. Extension of Enlistment for a Reservist**

When a reservist not on active duty has indicated he or she intends reenlist but is not able to report for reenlistment on the day following the normal expiration date of his or her enlistment, the district commander (a) is authorized to extend his or her enlistment with his or her consent, for a period not to exceed 60 days, to permit reenlistment the day following discharge.

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**1.G.16. Extension to Attend School or for Assignment to Duty Outside the United States**
**1.G.16.a. Obligated Service**

An enlisted person who does not have sufficient obligated service remaining in his or her enlistment period who applies for transfer to a Service school or duty outside the United States continental limits, including Alaska, shall signify in the application for training or duty OUTCONUS his or her willingness to execute the required extension. Do not execute the agreement until after the selection for such transfer has been made. In all such cases, the voluntary agreement to extend enlistment must be executed and accepted by the commanding officer before the transfer is effected.

#### **1.G.16.b. First Term Personnel**

The term of enlistment for first term personnel may only be extended for the minimum period required to attend a resident or other schools or for duty inside or outside CONUS. Commanding Officers are authorized to extend these members to meet only the minimum service required without referring to CFTRR or CGPC.

#### **1.G.16.c. Application to Reservists**

Provisions of this article shall apply to enlisted personnel in the Coast Guard Reserve on extended active duty applying for extension of enlistment.

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### **1.G.17. Physical Examination for extensions of enlistments**


#### **1.G.17.a. Extension of Enlistment**

A physical examination is not required prior to signing an extension of enlistment. However, the commanding officer or officer in charge shall, prior to the extension, review the member's Health record and require him or her to undergo a physical examination when evidence in the record or personal knowledge indicates a potential health problem. This article does not eliminate the physical examination requirements set forth in the \* Medical Manual, COMDTINST M6000.1 (series).

#### **1.G.17.b. Report of Medical Examination**

When physical defects are found to exist, the Report of Medical Examination, SF-88, will be forwarded to Commander, (CGPC-epm) in duplicate, together with a letter of transmittal setting forth the facts in the case and including a copy of the closed out form CG-3306 dated 30 June 1983 showing average Proficiency, Leadership, and Conduct marks and a copy of the current Form CG-3306 showing factor marks for his or her current enlistment. The duplicate of SF-88 will be returned showing the Commander, (CGPC-epm) authority to accept or reject the agreement to extend.

#### **1.G.17.c. Physical Examinations for Reservists**

For reservists, the District commanders may waive physical examination upon extension of enlistment in accordance with the provisions of the  Coast Guard Reserve Policy Manual, COMDTINST M1001.28 (series).

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### **1.G.18. Executing Agreement to Extend Enlistment**

#### **1.G.18.a. Legal and Binding**

To be legal and binding, the member concerned must enter an agreement to extend his or her enlistment with his or her commanding officer on Agreement to Extend Enlistment, CG-3301B. Agreements on other than this form are informal and unofficial and the individual could repudiate or withdraw them at any time.

**1.G.18.b. Agreement to Extend**

An individual may not extend his or her enlistment more than three months (for regular active duty) or 30 days (for reservists) before the date the existing enlistment expires. For certain purposes, however, such as assignment to a Service school, duty outside CONUS, other duty requiring additional obligated service, or enabling a reservist to meet the 6-year selected Reserve affiliation requirement for the Montgomery G.I. Bill, an individual may extend his or her enlistment considerably in advance. An individual may not extend more than three months early for SRB bonus purposes only. (☞ [Article 1.G.15.](#)). Execute an Agreement to Extend, CG-3301B, described in the SDA User/Query Manual, PPCINST M5230.1. Do not use Form CG-3301B to record retentions in the Service made in accordance with ☞ Article 12.B.11, whether voluntary or involuntary. Record such retentions using the appropriate SDA II transaction in accordance with the ☞ SDA User/Query Manual, **HRSICINST** M5230.1.

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**1.G.19. Operative Extension Date**

Unless canceled for one of the reasons in ☞ [Article 1.G.20](#), an Agreement to Extend Enlistment becomes **operative** on the date next following the normal date the enlistment expires or the enlistment expiration date as voluntarily extended or as extended to make up time not served (☞ [Article 12.B.11.](#)), as appropriate.

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**1.G.20. Canceling an Extension Agreement**

A properly executed Agreement to Extend Enlistment, CG-3301B, is a valid modification to an enlistment contract, and reflects a commitment by both the Government and the member.

1. An extension of enlistment may not be canceled after it begins to run, either for the convenience of the Government or the person concerned.
2. An appropriate authority may cancel an Agreement to Extend Enlistment at any time before the extension begins to run if any of these situations applies.
  - a. The commanding officer shall cancel an Agreement to Extend Enlistment in the following cases:
    - (1) The service member is absent over or without leave on the date the original enlistment term expires, unless the commanding officer believes the member absented him- or herself to cancel the agreement to extend.
    - (2) Before closing the Personnel Data Record on desertion, if it occurs before the date the extension begins to run.
    - (3) When the commanding officer receives orders to discharge the member before the date the extension begins to run.
    - (4) When an individual's performance of duty or conduct is unsatisfactory and the commanding officer believes the member is not suitable to retain in the Service. Enter the facts in full on Administrative Remarks, CG-3307.

- (5) An Agreement to Extend Enlistment for a first term member who is not selected by CFTRR for reenlistment or retraining may be canceled and the member separated at the normal expiration of enlistment. If Service needs dictate, the member must serve any remaining obligated service.
- b. The commanding officer may cancel an Agreement to Extend Enlistment on the effective extension date when the individual concerned has reenlisted or extended on that date for any authorized enlistment term longer than the original extension agreement. Additionally, extensions may be canceled when a member agreed to extend to attend a resident school but is dropped from the course for academic reasons. However, do not cancel extensions to attend resident schools if the individual is dropped from the course due to misconduct, failure to apply him- or herself to the course of instruction, or voluntary withdrawal (except as noted in [☞ Article 1.G.20.3.b.](#)). Extensions of two years or less for a member to receive PCS orders, attend training, or obligate for advancement may be canceled before their operative date for immediate reenlistment or longer extension without any loss of Selective Reenlistment Bonus eligibility.
3. The commanding officer shall forward to Commander, (CGPC-epm) for decision, individual requests for cancellation of an Agreement to Extend Enlistment with a full report of the circumstances and their recommendation when:
  - a. An individual requests cancellation because he or she failed to receive the full benefits for which the agreement to extend was executed through no fault of his or her own.
  - b. The member voluntarily withdraws from a resident school because of a documented personal hardship beyond his or her control.
  - c. In all cases of cancellation of an extension agreement, note the date and reason for cancellation on the original CG-3301B. Note and distribute in accordance with the SDA User/Query Manual, **HRSICINST M5230.1**. Retain a copy showing the cancellation in the Personnel Data Record.
4. The provisions of this article apply only to active duty Coast Guard members.
5. For reservists on inactive duty, district commanders are authorized to cancel agreements to extend enlistments:
  - a. On the effective date of the extension when the individual concerned has reenlisted on that date for any authorized period of enlistment, but not less than the term of the extension agreement.
  - b. When he or she received orders from higher authority to discharge the reservist before the effective extension date.
6. In all cases of cancellation of an extension agreement for a reservist on inactive duty, note the date and reason for cancellation on the original form CG-3301B. Note and distribute in accordance with the SDA User/Query Manual, **HRSICINST M5230.1**. Retain a copy showing the cancellation in the Personnel Data Record.





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## **1.H. Appointing Regular Coast Guard or Navy Officers to the Coast Guard Reserve**

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### **1.H.1. General**

Under regulations prescribed by the Secretary, a former commissioned officer of the Coast Guard or Navy may, if otherwise qualified, be appointed as a Reserve officer of the Coast Guard. (10 USC 12206)

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### **1.H.2 Application Procedures**

#### **1.H.2.a. Who May Apply**

1. Former officers of the Coast Guard or Navy who are within one year of the effective date of resignation of their commission or discharge (14 USC 744). If more than one year has passed since the effective date of resignation or discharge then  [Article 1.C.](#) provisions apply.
2. Coast Guard officers who submit an unqualified resignation in accordance with  [Article 12.A.6.](#)
3. Regular officers who have been twice non-selected on the active duty promotion list (ADPL), who are not retirement eligible, and are scheduled for discharge.

#### **1.H.2.b. Application Procedures**

1. Qualified applicants shall write a letter to Commander, Coast Guard Personnel Command (CGPC-rpm) requesting a Reserve commission.
2. Coast Guard officers who resign their active duty commission via letter may request a Reserve commission within the text of their resignation letter. Copy CGPC-rpm on the letter.

#### **1.H.2.c. Selections**

1. Requests for Reserve commissions under this program shall be considered by a panel convened at CGPC-rpm. This panel meets approximately 4 times a year, as needed.
2. The panel will review each applicant's entire Personnel Data Record (PDR) and may:
  - (a) approve the request;

- (b) conditionally approve the request, offering a Reserve commission at the same grade held while a member of the Regular Coast Guard or Navy, but assigned a different date of rank;
- (c) conditionally approve the request, offering a Reserve commission, but at a lower grade than previously held, or;
- (d) disapprove the request.

**1.H.2.d. Date of Rank Determination**

1. If applicant is approved with an appointment to the same grade, the date of rank shall remain the same if the applicant resigned their commission from active duty.
2. If applicant, who has multiple non-selections on the ADPL and is discharged from active duty, is approved with an appointment to the same grade, the date of rank shall be the date the applicant signs their oath for a Reserve commission.
3. If applicant is approved with appointment to a lower grade, the date of rank will normally be equal to that of the senior most officer on the Inactive Duty Promotion List in that grade who has not yet been considered for promotion to the next higher grade.

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**1.H.3 Appeal Procedures**

Appeals may be made to Commander, Coast Guard Personnel Command (CGPC-rpm) only in cases where a commission is offered at a lower grade than previously held.

1. The individual may request that CGPC-rpm review the grade determination being offered.
2. Such appeal shall be:
  - (a) in writing;
  - (b) via the officer's chain of command (if applicable), and;
  - (c) initiated within 15 days of receipt of the letter offering a commission at the lower grade.
3. The appeal shall be based on additional information that is a matter of record but was not available to the panel making the original determination. Mere disagreement is not sufficient justification for appeal.
4. The appeal shall include a statement as to whether or not the officer will accept the original determination, should it be confirmed upon review.

